

**TOWN OF ROCKY HILL  
TOWN COUNCIL  
BUDGET WORKSHOP OF APRIL 9, 2014**

**I. CALL TO ORDER**

Mayor Henry Vassel called the April 9, 2014 Budget Workshop to order at 6:00 p.m. in the Council Chambers of the Rocky Hill Town Hall, 761 Old Main Street, Rocky Hill, CT.

Those in attendance: Deputy Mayor Nadine Bell, Councilor Meg Casasanta, Councilor Guy Drapeau, Councilor Joe Kochanek, Councilor Bill MacDonald, Councilor Tim Moriarty, Councilor Frank Szeps and Councilor Cathy Vargas. Also present were Town Manager Barbara Gilbert and Finance Director John Mehr.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**III. MOMENT OF SILENCE**

Mayor Vassel asked everyone to remain standing for a Moment of Silence.

**IV. PUBLIC COMMENT**

Mayor Vassel asked if there was anyone from the public who wished to speak and he told anyone if they wished to for them to please limit their comments to two minutes. He also asked the public to give their names and addresses for the record. Walter Rice, 128 North Condor, R.H., said he had come to this last year and he said that it seems like every year there are ideas that come up about saving money but these can't be put into place because of union constraints. He said that he wasn't going to come back this year but he had been listening to the Town Council meeting on Monday. He referred to the situation of Jessica Dumas (Executive Assistant to Town Manager) and he said that it seems aside from help in the Town Manager's office that part of the reason that she is tied up on the phone is because not enough people have it in their job descriptions that they can answer the phone. Walter Rice said this really concerns him because one of the things that Jessica Dumas should be doing is Risk Management. It had been proposed to fill a full time position for that a few years ago and then that didn't happen. Someone should be doing some Risk Management work. They could potentially have some savings in that area. Walter Rice said if Jessica Dumas can't do this because she has to answer the phone that it would seem like overflow calls could be rotated through departments. Walter Rice said another possibility for helping with this could be the Senior Tax Assistance Program that they have in some of the schools and he mentioned about this possibly being extended into the Town. He wasn't proposing for the phones to be covered on a full time basis but maybe they could have some peak hours picked out so that they could get people to help with this. He thinks they might be able to get some help for this if it is publicized the right way.

Walter Rice said he also had been glad to hear the comments about them looking at the boat launch situation. He isn't proposing that that be done away with but he thinks these are the kinds of things that need to be discussed.

Walter Rice said another thing that he has heard over the years and what he heard this last year too, is that a lot of small things get justified on the basis of that it is only a cup of coffee, etc. He said that his taxes have gone up approximately 30% in the last few years. This is a lot of coffee, etc. He mentioned how someone had come last week to a meeting and said they were looking at a potential 30% increase. He said that he is looking at a potential 10% increase now but he knows that the budget could be cut. He explained that Jessica Dumas could be working on something to save the Town money but she has to answer the phones because people don't have permission to do so.

Mayor Vassel and Councilor MacDonald thanked Walter Rice.

Phil Sylvestro, 107 Knollwood Road, R.H., told the Town Council that he was going to address them about their budget workshops, which are beginning this evening, as well as to make some comments on the budget. He said this budget should be "dead on arrival" by all accounts. He was saying this based on the past voting and budget comments of most of the veteran Councilors. They weren't able to support several budgets in the past that raised taxes by less than a half of a mill or by less than one mill. He told them that the plain and simple truth is that the proposed tax increase is too high. He mentioned that his taxes are scheduled to increase by approximately \$1,000.00. He has lived in Rocky Hill since 1966 and he can't ever recall his taxes going up by this much. He understands that about a two mill increase is necessary because of revaluation in order to generate the current revenues in this year's budget and he said that people understand this. He then said a word about them trying to defend the spending in the proposed budget. He understands that every penny can be defended with little difficulty but he told them that this isn't the point. The spending increases would have never made it into the budget in the first place if they couldn't be defended. He said again that the increase is far too great.

Phil Sylvestro then questioned what needs to be done. He told the Councilors with all due respect to the previous speaker this evening that "nibbling around the edges" won't do this. They can't take small amounts out of several departments in order to get the tax increase down to an amount that is reasonable. He said to the Councilors that they know this and he said that he does too. They will need to hit the new spending and/or the big increases. He referred to the all-day kindergarten and he told the Councilors that they can't go forward with this at this point in time. There are several reasons for this and he said this is difficult for him to say this because they know what he did for a living for thirty-five years. He told them that the infrastructure isn't in place for this. They have to bring their own infrastructure in, in order to implement all-day kindergarten. This would be in the form of portable classrooms. He said the worst of this proposal is that the Board of Education refused to consider Superintendent Dr. Mark Zito's recommendation to change the school structure to K-2 in one of the elementary schools and to 3- 5 in the other one. The Superintendent had been clear that this configuration would save Staff and classrooms so that all day kindergarten would be more affordable. Phil Sylvestro said the veteran Councilors know that when the Board of Education had come before them last year with a pilot program of all-day kindergarten, that was when it became affordable. Two classes would

have been moved up to Griswold Middle School. There would have been a zero increase in revenues because of Staff changes and no need for additional portable classrooms. He told the Councilors that they all know why the Board of Education leadership had refused to consider this plan. This wasn't because the neighborhood schools would have been destroyed. He said that is insulting. They really don't have neighborhood schools any longer. He said that he knows that he told the Councilors that they all know this too. He told the Councilors that all day kindergarten isn't going away so they need to have the necessary permanent classrooms built if the K-2 and 3-5 configuration isn't a long term one. He told them if they aren't prepared to do this because the magnet school is "out in the weeds somewhere" then he told them to wait on it. He mentioned that the non-implementing of all-day kindergarten next year won't end western civilization.

Phil Sylvestro referred to school security and he said he is good with many of the recommendations from the consultant with regards to enhancing school security but the SROs (School Resource Officers) are another matter though. He doesn't know how he would vote on these if he was sitting on the Town Council because this is a tough one. He did say though that one-time costs aren't difficult to deal with. A lot of the recommendations for school security are one-time costs. He said this is easy but it is the costs that are long term and continuing that will get them in trouble. He told the Councilors that they are all experienced in this. Continuing costs will only grow in their impact on the budget and these will represent potential "budget busters". He wished the Councilors all of the luck with regards to the SROs because he said he doesn't know how he would go with this. He also said the constructing of portable classrooms defeats much of the school security that they are planning on implementing. Plywood will offer little resistance to a bad guy who is planning on doing harm and he told them that they have to know this. They shouldn't go forward with the all-day kindergarten on this point alone. He referred to the concerns that the Board of Education has raised for the Staff's safety, as well as the student's safety, and he said that they ought to be reconsidering their position.

Phil Sylvestro told the Town Council that he wishes them all of the best in their deliberations and he told them that he knows this isn't fun. He thanked them for their time. Mayor Vassel thanked Phil Sylvestro.

Mayor Vassel asked if anyone else wished to speak. Ed Chiucarello, 40 Riverview Road, R.H., said he was standing before them as a "cheerleader" for the Parks and Recreation Department. He said that Lisa Zerio (Director of Parks and Recreation & Custodial Staff) and her department provide an excellent quality of life for Rocky Hill's residents. This is from them maintaining ball fields, landscaping and beautifying all around the Town's buildings to the concerts and Fall Fest at Elm Ridge Park. He said they do it right. This department organizes and runs programs for the young and the old. He spent time around their offices this week and he said there is an energetic group of workers there who make things happen in Rocky Hill. This is why he is their biggest supporter and "cheerleader". He said that many of them knew that he had organized volunteers in 2011 and 2012 to turn the open space at Dividend Pond into the Dividend Pond Trails and Archeological District. There is a beautiful park there now that has three miles of multi-use trails. Trails provide what Americans are seeking and this is close to home recreational areas. They would have never gotten this done without the guidance and help of Lisa Zerio and Walt Sykes (Crew Leader of Parks and Recreation). Ed Chiucarello said this is

just the beginning of their trail tale called “Walk Rocky Hill”. A trail can bring at least \$1,000,000 annually to a community. This depends on how well the Town embraces it. Trails are used by 70% of real estate agents as a selling feature when they are selling homes that are near them. He asked everyone if they have seen the ad for River Park Crossing development on Dividend Road. This states “detached homes surrounded by the wooded tranquility of Bulkley Park”. Last year Bob Ludwig, an exceptional volunteer who is now the volunteer trail manager of Bulkley Park, built a beautiful kiosk for that park. Ed Chiucarello said he made a map, Maureen Mullen wrote a history and Jennifer Duff designed a brochure. The trail extended to a full mile. Every step of that improvement, the Parks and Recreation Department worked with them. Ed Chiucarello said that the partnership the volunteers have with that department has increased their pride in the community. He told everyone that they have an opportunity now at River’s Edge, which is the old foundry property because there is a new park that is being planned for the bottom of Glastonbury Avenue. This will be Tulisano Park and it will be a memorial to the late State Representative Richard Tulisano. Ed Chiucarello gave more details as to what is being proposed for this park. Since 2007, the Parks and Recreation Department has had a goal of making a river trail that will connect Quarry Park, Bulkley Park and Ferry Park. Jim Sollmi (Director of Public Works) had developed a multi-use plan in 1994 that would connect the Town line all along the river from Wethersfield to Cromwell so that Rocky Hill could boast about three miles of new trails along the Connecticut River. Ed Chiucarello told the Councilors to please consider these recreational areas that are close to home when they are analyzing line items in their budget. People want their Towns to be walkable because times are tough. Walking trails make Towns friendlier places to live, as well as more attractive. He said this is what Parks and Recreation is all about. He thanked the Town Council. Mayor Vassel said thank you.

Mayor Vassel asked if anyone else from the public wished to speak. No one else wished to.

## **V. BUDGET REVIEW**

### **A. PARKS AND RECREATION**

Mayor Vassel referred to Page 90 and 91 (Grounds – Code #01500100) of the 2014-2015 Proposed Annual Budget Book. He asked the Councilors if any of them had any questions. Councilor Vargas said before they got into individual departments that she wanted to thank everybody because she knows that they put a lot of time into the budget. The questions that she would be asking would be more for information and to try to help the taxpayer to understand where their dollars will be going. She told everyone to appreciate the Town Council’s position because they are trying to do the best they can for the taxpayer. She referred to the .6 maintainer position and she noticed that this basically is a wash from moving to part time. She understands that the other .4 is in another area. She wanted to understand the logic in this because there are going to be benefits. This person technically will be working a full time position from a part time position to another part time one. This will be extra costs to the Town and she said that she wants to understand this. Lisa Zerio said this person has been working part time in the Parks and Recreation Department, as well as in the Facilities Department. There was a recommendation to make this a full time position because he is working forty hours per week. She said that Town Manager Gilbert could probably explain more. Town Manager Gilbert said if an employee works more than nineteen hours per week for more than sixteen weeks in a year then they

become considered to be a full time employee. They are entitled to some benefits and she explained more. This would be unless they reduce this employee to less than nineteen hours per week all year long. Councilor Vargas referred to the summary page on Page 91. She referred to the adopted budget for Full Time Salaries (#01500100 5111) in grounds and this is \$469,428. They are projecting \$506,170. This is over the adopted budget by almost \$37,000. She asked if this is because this person technically is in the full time salary now. She is wondering if this person now is really a full time person and if this is where their dollars are coming through. She said a question of hers is about the \$37,000 that is over the budget and she is wondering if this is part of that. Town Manager Gilbert said that part of the differentiation on this page with the salaries is that the contract wasn't settled until they had completed arbitration. The raises between the 2013-2014 budget and the 2014-2015 budget are reflective of two years of salary increases. The salary reflected in 2013-2014 is the same salary that was reflected in 2012-2013. She explained more about this. Finance Director Mehr said this was a budget timing issue where negotiations were started and they had to follow the last year of the previous contract so this actually went over two budget years before the agreement was signed. This was signed in May of last year but the budget already had been adopted. This is reflecting a two year increase that is based on budgetary numbers due to a timing issue. The \$506,000 is reflecting the maintainers and other people's salary increases. Councilor Vargas asked if the projected 2013-2014 reflects two year increases. Finance Director Mehr said yes. Town Manager Gilbert said this will also be found on the Highway Department page because they are all in the same union. She told them that they will see this as they are going throughout the budget and she would point this out to them. Councilor Vargas referred back to the part time person she had been talking about and she asked if that person has been doing this now. She had noticed in the 2013-2014 budget that there is nothing there. Lisa Zerio said this person currently is considered a full time employee. This person is considered a full time employee in the Parks and Recreation Department starting on April 1<sup>st</sup> until the end of October. This is the .6 position. Town Manager Gilbert said this had been a part time position in last year's budget. They moved this into full time for transparency of what had happened with this position so that the Town Council would see what is happening with it. Councilor Vargas said they are basically formalizing it there.

Councilor Vargas referred to Overtime (#01500100 5130). She understands the snow removal part but she asked what the \$12,000 is for overtime. Lisa Zerio said this is for set events like the Fall Fest and the summer concert series, etc. There is a little bit of emergency overtime in this as well (i.e. if an irrigation system blows). Councilor Vargas thought that Fall Fest was reimbursed 100%. Lisa Zerio said this isn't for the full time Staff. Her Recreation Supervisors get comp time so there are no additional fees and she said that she is salary. This overtime is for the Parks and Recreation Department's full time Staff and this has always been budgeted for out of the General Fund. Councilor Vargas said she assumed that this would include the cost for the Police. Lisa Zerio said that would come out of the Police Department budget. Councilor Vargas said it isn't a correct statement then that Fall Fest is fully funded. Lisa Zerio said that is correct.

Mayor Vassel referred to the summer concert series and overtime. He asked if it would be fair to say that that isn't fully funded either. He always thought this was paid for through donations. Lisa Zerio said they get sponsors for the concerts and they work with a group who fundraises money to sell food. There are two full time Parks and Recreation Staff people who work at this and the Fire Police are employed to handle all of the parking. Mayor Vassel asked if they are paid

too. Lisa Zerio said they pay for them out of what is brought in for donations. They won't see a line item for reimbursing the Fire Police. The only thing that is in the General Fund is what she needs for full time Staff (two) at the Fall Fest and the summer concert series.

Mayor Vasel told Lisa Zerio that she had mentioned comp time. He asked if someone works eight hours at the Fall Fest, for example, if they will take eight hours off the next day. Lisa Zerio said it depends. The Recreation Supervisors have to use their comp time within two weeks if they get it. She told everyone to be honest though that they don't use it because of the nature of their jobs so they end up losing it. Mayor Vasel said there is no way to calculate how much it costs to pay for the Staff at Fall Fest because they take another day off. Lisa Zerio said per their contract, they get comp time and she thinks this is good for up to two weeks. Mayor Vasel said that he understood that but he said they are spending their work day at Fall Fest, etc. so that Townspeople have an added cost as part of this but there is no way to calculate what it is because these hours aren't being billed for and the Staff take another day off. Lisa Zerio said they document their time. The timesheets will state comp time so that it is known what day is being taken off if they work at Fall Fest, etc. This is all accounted for. Mayor Vasel said he wasn't saying that they are taking extra time off. He guessed that he was trying to go in the direction of Ferry Park. He asked what the reward is versus the revenues. Lisa Zerio asked Mayor Vasel what he meant about Ferry Park. Mayor Vasel told Lisa Zerio that she had given them information about Ferry Park with regards to two employees sitting on the park bench there. Lisa Zerio said those are part time seasonal Staff. Mayor Vasel said he understood that but he was just going in that direction from this past Monday's Town Council meeting. Mayor Vasel said they have no real way to calculate what their losses are for Fall Fest or for the summer concert series because the employees are taking comp time on another day. Lisa Zerio referred to the Staff that works at the Fall Fest, etc., and she said it is part of their job to run special events so to her, they are working their hours that the taxpayers are paying for. The Parks and Recreation Department doesn't have 8:30 a.m. to 4:30 p.m. jobs because a lot of their programs are after hours. Mayor Vasel said he understood this but he said perhaps these employees could be doing other duties during normal hours if they weren't working Fall Fest, etc. Lisa Zerio said the Staff who puts their hours in for Fall Fest, etc. would be working on other programs if they weren't to have that anymore. Mayor Vasel thanked Lisa Zerio.

Deputy Mayor Bell asked Town Manager Gilbert if she could refresh her memory on the percentage of the contractual increase for the full time union employees. Town Manager Gilbert said this was 2.85% for last year and this is 2.9% for this year. There are also steps for anyone who is a new hire but there aren't too many of them. Deputy Mayor Bell said this looks like there is a 9% increase for all of the positions and a 16% increase for the Parks and Recreation Director's position. Town Manager Gilbert believes that Lisa Zerio had received a 3% raise last year. The remaining funds that were added to that salary were approximately \$12,300. This was for Lisa Zerio to assume all of the custodial responsibilities for all of the sixteen Town buildings. Deputy Mayor Bell asked about if the Town Council decides to put the custodians on the Board of Education's side and Town Manager Gilbert said that Lisa Zerio will be overseeing the custodians for the twelve remaining municipal buildings. Town Manager Gilbert said there are three fire stations, Academy Hall, the Police station, the Town Hall, the Cora J. Belden Library and the Human Services Office. There are custodial services that have been separated out that will be overseeing those buildings. Deputy Mayor Bell referred back to the 9% increases and

she said this is the same on every single maintainer so she assumed that not all of them have the same steps. Finance Director Mehr referred back to Councilor Vargas' question and he said they are showing two years of increases for the first year for approximately 2.9% for each of them. The current one is up maybe 3.1%. Town Manager Gilbert said this is the third year of the contract. Finance Director Mehr referred to the problem of how this contract wasn't settled until after the budget had been adopted so two years of salary increases are really being reflected between actual and budget. There is a 5.8% increase between what was budgeted for last year and what actually will be paid out this year. There will be a 3.1% salary increase between this year and next year. Deputy Mayor Bell assumed that funds were carried in contingency because they had known that the contract hadn't been settled yet. Finance Director Mehr said yes. Town Manager Gilbert said these will be transferred after April 1<sup>st</sup> when they do all of the transfers. Deputy Mayor Bell said that wasn't her question. She asked if the contingency is being reduced by that amount in this budget request. Finance Director Mehr said no. The contingency is generally built off of what union contracts haven't been settled for the coming year. The amounts for the Highway Department would show zero in contingency but other departments like the Police would reflect this. Town Manager Gilbert said the Police Department and the MEUI contracts are in negotiations. The contract for the Highway Department had expired on June 30, 2012 and it was finally resolved in November 2012. It went to arbitration and this was signed in May 2013. The Highway Department employees received their raise for 2012, which was 2.85% and they received a raise of 2.9% on July 2013. She believes that they will receive a raise of 3.1% or 3.05% in July 2014.

Mayor Vassel asked if anyone else from the Town Council had any questions. Councilor Moriarty referred to Sanitation (#01500100 5403) and he said it sounds like the State is going to build restrooms down at Ferry Park after a meeting the other night. He asked what it is costing them for the porta-potties that are there now. Lisa Zerio said for the restrooms at Ferry Park, the plans that she saw state that these would be built in 2016, which is a few years out. They are currently paying \$138 per month for a handicapped restroom and \$70 per month for a regular one. There is also \$60 per month for the extra cleaning of these because they get used a lot. These fees include an insurance waiver of \$8 so that this won't cost the Town extra money if something was to hit these or damage them. Councilor Moriarty referred to some of the discussion from the meeting the other evening. He said for them to have the porta-potties out of there could offset the cost of cleaning the permanent restrooms. Lisa Zerio agreed. There would be a savings of approximately \$250 per month. Councilor Moriarty thanked Lisa Zerio.

Councilor MacDonald referred to the custodial discussion that there was earlier. He told Lisa Zerio that she has done a phenomenal job over the year with the custodians. Councilor MacDonald said he is in a lot of the schools like many people are and there is a "night and day" difference. He said it will be up to the Town Council to determine going forward if Lisa Zerio should receive the same stipend.

Councilor MacDonald referred to an enclosed trailer in the budget and he asked Lisa Zerio if she could help him understand what this is. Councilor MacDonald said this is a small item but it is a new one that he hasn't seen before. Lisa Zerio said she would let Walt Sykes answer this question because he had come to her with this request and she thinks this is needed. Walt Sykes said they really have stepped up their landscaping around Town as of last year. He was finding

that the employees were loading up the truck in the morning with rakes and shovels, etc. This takes approximately fifteen to twenty minutes to do. All of this has to get put away at the end of the day. His idea is that if they get a small enclosed trailer, which is able to be locked and that can stay hooked up to the truck, then a substantial amount of time will be saved in the course of the week if it is added up with regards to not loading and unloading equipment. Councilor MacDonald said thank you.

Councilor Kochanek asked if they pay a contractor \$30,000 per year to prune trees. Lisa Zerio said yes. There are no licensed arborists in the Parks and Recreation Department so all tree services are contracted out. Councilor Kochanek said there is training in the budget for a Tree Warden. Lisa Zerio said she is the Tree Warden for this Town and she has the care and the control of the trees by State Statute. She gave more details about this and she said the Staff doesn't cut the trees down or prune them. Councilor Kochanek asked if they have a bucket truck to do something like this. Lisa Zerio said there are so many certifications that someone needs to be a licensed arborist and only someone who is a licensed arborist can prune trees. Any tree company can come in though to take a tree down. The nature of that business is dangerous liability wise. The Parks and Recreation Department doesn't have the crew to do this. She doesn't feel comfortable having the Staff go out to get their arborist's license. More than bucket trucks would be needed. She then referred to the safety here and she thinks this is a huge liability to Rocky Hill. They felt it is always better to hire an expert to come out to take care of the Town's tree issues. Councilor Kochanek asked if they have a bucket truck. Lisa Zerio said she doesn't have one in her department. Councilor Kochanek asked if the Town has a bucket truck. Lisa Zerio said she didn't know. Finance Director Mehr said the Highway Department has one. Councilor Kochanek asked what it is used for. Town Manager Gilbert said streetlights. Mayor Vassel asked Councilor Kochanek if he could just stick to the Parks and Recreation Department and then they could maybe discuss this when they get to the area where the bucket truck is used. Councilor Kochanek thought the bucket truck was used for trimming the trees so he said this is why he was asking this now. Mayor Vassel said he thought so too. Councilor Kochanek said thank you.

Mayor Vassel said there is \$30,000 for the contract for the tree pruning and there is \$2,800 for treatments. He told the Parks and Recreation Department that they do a great job but he is new here so he didn't understand the arborist consulting services. He told Lisa Zerio that she had mentioned there is a Tree Warden who goes out to check the trees. Lisa Zerio said she is the Tree Warden but she isn't a licensed arborist. She explained what a licensed arborist will do. She said this licensed arborist goes around Town with her and Walt Sykes. Mayor Vassel said he is in business himself so when he goes out to consult about projects that it is free. He doesn't understand why they have to pay someone for consulting services. He then mentioned that the consultant may get work out of this and they would get even more work in the long run if they give a pre-consultation. Lisa Zerio said the consultant that they use doesn't do their tree work. The consultant gives his professional opinion and he is also the consultant to come up with a plan for them with regards to tree grants they receive. She referred to how they had lost trees at Elm Ridge Park a couple of years ago.

Councilor Szeps said he had a couple of questions so that he could get a handle on where they are going with their fleet Townwide. He asked Lisa Zerio how many of her Staff, including



herself, have Town vehicles. Lisa Zerio said there are two pool cars in the Parks and Recreation Department. They have a Ford Taurus, which she thinks has over 100,000 miles on it and they have a Crown Victoria, which she thinks has 110,000 miles on it. She said the Ford Taurus is shared by her, her Aquatics Director, her Recreation Supervisor, her two Senior Coordinators and their cook. There are seven Staff who share that car. This is first come, first serve. Councilor Szeps confirmed that these are repaired and fueled at the Town garage since they are Town cars. Lisa Zerio said correct. Councilor Szeps asked Lisa Zerio if these cars are taken home and she said no.

Councilor Szeps asked if all of the Staff in the Parks and Recreation Department have cell phones. Lisa Zerio said no. She has one. All of the Parks Staff has cell phones and one of her Recreation Supervisors has one. Councilor Szeps confirmed that these are considered Town cell phones and he confirmed that these are used strictly for Town business. Lisa Zerio said correct. The Staff knows that they can't make personal calls on a Town phone.

Mayor Vassel said he didn't see cell phones in this budget. Finance Director Mehr said these are in the Facilities Department's budget. The Facilities Department pays for all of the cell phones that the Town has.

Mayor Vassel said that he sees gas and diesel usage in other departments but he doesn't see this in the Parks and Recreation Department. Finance Director Mehr said these generally are the departments that are the high users of gas and diesel. Mayor Vassel asked if the Parks and Recreation Department isn't. Finance Director Mehr said they haven't been in the past.

Councilor Drapeau asked if the budgeted amount for the arborist is a stipend or if it is a fee for service. Lisa Zerio said it is a fee for service. Councilor Drapeau confirmed with Lisa Zerio that she is budgeting that there will be \$2,400 worth of calls to the arborist during the year. Lisa Zerio said she had this amount in the budget last year and she thinks that this was for thirty hours. Councilor Drapeau asked if there are any trees that the arborist has been "eyeballing" from last year. Lisa Zerio said he has been and she explained some more. Councilor Drapeau asked if some of these trees have already received treatment. Lisa Zerio said that is correct. Some trees need a treatment every three years or every year and this depends upon the type of tree it is. Councilor Drapeau referred to tree replacement and he asked Lisa Zerio if she is planning on replacing trees this year. Lisa Zerio said the Town was fortunate in the past to get the America the Beautiful Grant. Trees were planted on Old Forge Road and at West Hill School. They are finding though that they are taking more trees down than they are planting. She wants to see that there will be trees in their parks years down the road so it will be great if they can put money aside for a tree program for the Town properties.

Councilor Drapeau referred to Equipment & Supplies (#01500100 5615) and he said there are batteries and blade sets in this. He then referred to Maintenance Supplies (#01500100 5617). He is seeing sharpening supplies, etc. and he thinks there is another account that has sharpening supplies in it. He asked if they are running a blade sharpening company somewhere. He also asked if they are giving the guys who they outsource the pruning to, the equipment to do the work. Lisa Zerio said no. This equipment has nothing to do with the pruning of trees. Walt Sykes referred to the blade sets. Their sixteen foot machines take twelve blades. The sharpening

supplies are for things like grinding wheels and he said that they still do all of the ornamentals around Rocky Hill (i.e. rhododendrons, etc.). He said this is the outsourcing to get that equipment sharpened.

Mayor Vasel asked if any other Councilors had anything else. Councilor Casasanta thanked Lisa Zerio and Walt Sykes for being here this evening. Councilor Casasanta said she is new on the Town Council and she had a couple of questions. She referred to Support Services (#01500100 5327) and the contract for the cemetery mowing. She asked if it could be explained as to what is in this contract and what cemeteries are involved. Lisa Zerio said the Town owns one cemetery. She mentioned that they will see an increase in this amount and she explained why there is one. They will have to go out to bid and they are working on the specs now so that they can go out to bid by the end of this month. They contract these services out. The Parks and Recreation Department only has six full time employees. This is for the maintaining of the Center Green. Councilor Casasanta confirmed that this contract is just for the Center Green Cemetery. Lisa Zerio said it is for Center Cemetery. Councilor Casasanta said this is quite a bit. She thanked Lisa Zerio for the explanation for this.

Mayor Vasel asked if any other Councilor had any questions. Mayor Vasel referred to Equipment Repair (#01500100 5431). He mentioned metal fabrication, as well as hydraulic and electrical repairs, etc. He then said for Equipment & Supplies (#01500100 5615) that they have filters and belts, etc. He asked if all of the repairs are done in-house because the Town Council had been led to believe on Monday that they just fix chainsaws. Lisa Zerio said this isn't only for chainsaws and she said that Walt Sykes could explain about what equipment they repair in-house. Walt Sykes said they do light mechanical work. They do oil changes and they diagnose whether a battery needs to be replaced, etc. They don't work on trucks or cars but they work strictly on their mowers. They don't have spare machines if one goes down. He said one of the reasons that he got his job is because of his technical training and power equipment training. They have streamlined this to be able to get a machine back on the road most of the time within an hour with what they have compared to paying \$100 per hour to bring this to a repair facility. Mayor Vasel said perfect and he said that the parks look great. He thanked Walt Sykes for his work.

Councilor Moriarty made a motion to move page 90 (Parks and Rec – Grounds) of the Budget Book. The motion was seconded by Councilor Szeps and adopted unanimously.

Mayor Vasel referred to Page 92 and 93 (Senior Program – Code #01500200) of the 2014-2015 Proposed Annual Budget Book. Councilor Vargas said there is the cook/custodian for the Community Center and this is a transfer from the Facilities Department. She asked who this person is reporting to because there is a page in the budget later on for the Town custodians (4.4 people) and she doesn't know how this person falls into this as far as hierarchy is concerned. Lisa Zerio said this person reports to her. At this point, she introduced Cathy Sylvester (Senior Coordinator) and Denise Sanderson (Elderly Services Coordinator and Municipal Agent) to the new Councilors. Lisa Zerio said that the cook/custodian reports to her for his custodial services for the Town Hall campus and for his senior duties. Councilor Vargas confirmed that the cook/custodian doesn't report to the head custodian. Lisa Zerio said no because his job is a little unique compared to a custodial position seeing he also does the cooking for the seniors.

Councilor Vargas asked about when he isn't cooking at lunchtime. Lisa Zerio said he is cleaning. Councilor Vargas confirmed that this isn't just for the kitchen. Lisa Zerio said it is for the whole facility. Denise Sanderson said he cleans the different rooms at the Community Center.

Councilor Vargas referred to the new Senior Affairs Committee and she said there has been discussion about the stove that keeps breaking down at the Community Center. She knows there is an account for Equipment Repair (#01500200 5431). She asked if the amount in this is going to be enough in case the stove finally "kicks the bucket" this year. Cathy Sylvester said the convection oven had broken down. The stove is older but it is still working. Councilor Vargas asked if there is enough money in this account if the convection oven keeps breaking down and this interferes with the lunches. Lisa Zerio said when they prepared the budget, they had been told by Town Manager Gilbert that they had to try to "hold the line". Lisa Zerio said ideally that they would love a brand new industrial kitchen but they know that isn't going to happen. They are keeping their fingers crossed that nothing major will break in that kitchen.

Councilor Vargas said there is a cost in this budget for a part time Mini-Bus driver but there is a whole section for Mini-Bus transportation where there are two full time drivers, etc. that are covered. She was curious what the \$7,000 is for. Denise Sanderson said this is for when she and Cathy Sylvester do evening programs for the seniors. The seniors go to Glastonbury every second and fourth Tuesday for bingo night for example. They pay for a part time Mini-Bus driver for this and this doesn't come out of the budget for Human Services. Councilor Vargas asked if they are using one of the Mini-Buses. Denise Sanderson said they are. Councilor Vargas asked if this is a different person and Denise Sanderson said that is right. Councilor Vargas said thank you.

Mayor Vassel asked if any other Councilors had any questions. Councilor Drapeau asked if they could tell him about the tables and chairs, as well as miscellaneous supplies for the kitchen. Lisa Zerio told the Town Council, as they knew, that the Senior Center/Community Center is a very active place. The chairs are being set up and broken down from 7:00 a.m. in the morning until the last group leaves at 10:00 p.m. This is for the replacement of the chairs and tables because of the use they get so they try to put a little money in the budget each year for this. This is to keep them steady and she explained some more.

Councilor Casasanta thanked Cathy Sylvester and Denise Sanderson for being present this evening. Councilor Casasanta said she was a little confused about the two areas in the budget for the Mini-Bus drivers. She then referred to Fees (#01500200 5326) and the VNA healthcare services. She asked what type of services they are talking about. Denise Sanderson said there is a registered nurse that comes in every Monday to do blood pressure screenings for the seniors and to check their medications. The nurse also has to give Vitamin B shots at times and this is per the order of the seniors' doctors. Councilor Casasanta asked if this wouldn't be covered by the individual's health insurance. Denise Sanderson said no. Councilor Casasanta asked why it wouldn't be. Denise Sanderson said it would all depend on what their supplemental insurance is. Councilor Casasanta asked if these individuals have a written prescription from their primary care doctor. Denise Sanderson said yes and she said this is for more like one or two people. The main thing is they make sure that the seniors' blood pressure, as well as weight, is steady and

their medication is reviewed. Councilor Casasanta said she isn't sure why they are in the business of providing this type of healthcare (i.e. with regards to medication being reviewed) without liability insurance. Cathy Sylvester said she has been with the Town for a very long time and this has been in place always. Councilor Casasanta said she understood but she was just asking the question having not seen this in a budget before. Cathy Sylvester said she and Denise Sanderson have gone to get people from convalescent homes who will do this for free for them. Councilor Casasanta is concerned about who is monitoring this and she asked if this information gets back to the primary care physician for the seniors' records. She asked if they are in the business of specifically monitoring this as a Town. Denise Sanderson said a doctor will be called if a senior's blood pressure is up. The Central Connecticut Health District used to cover this for them but they could no longer do it. Cathy Sylvester said this is very popular. Councilor Casasanta said she understands but she is concerned about the liability purposes if they have someone who comes in with medication issues. Denise Sanderson said the nurse has coverage and she has a \$1,000,000 policy. Councilor Casasanta thanked Denise Sanderson for answering this and she said that she appreciated it very much.

Mayor Vasel asked if any other Councilors had any questions. None of the Councilors did.

Councilor Moriarty made a motion to move page 92 (Parks and Rec – Senior Programs) of the Budget Book. The motion was seconded by Councilor Szeps and adopted unanimously.

Mayor Vasel referred to Page 93 and 94 (Organized Activities – Code #01500201) of the 2014-2015 Proposed Annual Budget Book. Mayor Vasel asked the Councilors if they had any questions. Deputy Mayor Bell asked if someone could tell her what the utilization of the Teen Center is because she knows that this goes up and down. Lisa Zerio said the Teen Center Director was sitting in the back of Council Chambers now. Lisa Zerio said a very active Teen Center is run on Friday nights for Grade Six through Grade Eight. They saw the enrollment for this go way down at one point so the program has been revamped. They are probably getting up to seventy youths there on a Friday night. Youths pay \$20 to get a teen access pass and they will pay a \$3 drop-in fee. The money for the access passes that they get will be put back into this program (i.e. for Xbox games, Wii games and dances, etc.). This program is a successful one. Deputy Mayor Bell said great.

Deputy Mayor Bell referred to Part Time Salaries (#01500201 5120) and she asked about the sixteen hours of clerical. She asked if this please could be elaborated on. Lisa Zerio said this is Staff for their office because the Parks and Recreation Department office is very busy. This is for part time office assistants. These employees serve as the secretarial administrative Staff for her, the Aquatics Director, Recreation Supervisor and the Senior Coordinator. These employees also answer the phones and they take registrations. They also handle the RecTrac program. Deputy Mayor Bell thanked Lisa Zerio.

Mayor Vasel referred to the Meeting Expense (#01500201 5500). Lisa Zerio said their mileage reimbursement comes out of this. She mentioned again how there are only two cars that are used by seven of them so if one of her Staff has to go to a facility then they will get mileage reimbursement.

Mayor Vassel asked if any other Councilors had questions. Councilor MacDonald said he knew that they had talked before about the actual revenue side of the programs. He asked where this is in the budget. Lisa Zerio said there are only a handful of programs where they are taking funds in that will go to the revolving account. This will be for the Teen Center and the lifeguards. Everything else will be in the Special Rec Account where fees are going in and coming out. She said that soccer had been fully subsidized by this account when she had started with the Town. All of the programs are self-sufficient through fees collected except for the senior ones, the Special Needs ones and the aquatics ones.

Councilor MacDonald told Lisa Zerio that they have exchanged e-mails before with regards to the whole CFC. Councilor MacDonald referred to any organization that wants to use Rocky Hill's fields and he told Lisa Zerio that he understands through her that the Town hasn't charged them because they have no policy. Councilor MacDonald said this is worrisome for him. He said they would have had some money put aside for McVicar Field if they had charged the CFC for the past ten years for all of the use on that field. He was really shocked that the Town doesn't receive any money from the CFC. He does realize that the CFC buys a goal or a ball, etc. He said though that by the time they are done with this budget process that they need to come to a better understanding when they have private organizations, which are making money, that are using the Town's buildings and fields without paying for them. He said this isn't fair to the taxpayer who came up to speak this evening and had mentioned that his taxes are going up. Councilor MacDonald said this isn't fair to anyone in Council Chambers now. He told Mayor Vassel that he didn't know where they would cover this but he said that they need to get a better handle on this maybe on revisit night or somewhere down the road. Mayor Vassel said very good. Councilor Moriarty told Councilor MacDonald that he made a good point because a lot of the kids on these teams are not kids from Rocky Hill. The kids are from out of Town and Councilor Moriarty told them that this would be something to also look at. Councilor MacDonald said Lisa Zerio had provided information as to how there are sixteen CFC teams that use Rocky Hill's fields and there is an average of four Rocky Hill residents per team. Councilor MacDonald said he knows that there are scheduling issues as far as organizations in Rocky Hill that want to use the fields.

Councilor MacDonald referred to RecTrac and he said this is the system that is used to do this. He asked who has access to doing the scheduling. He asked Lisa Zerio if CFC would go through her to book all of this. Lisa Zerio said that is run under the Rocky Hill Travel Soccer Program. The Parks and Recreation Department handles RecTrac and then there is one station at all of the schools. The Board of Education books all of their programs. Jessica Dumas books the programs for the Town Hall. The Parks and Recreation Department office books all of the recreation programs. Councilor Moriarty asked if there is a priority on this. Lisa Zerio said they used to have a Field Use Policy years ago that she doesn't think was ever adopted so that is why fees aren't being charged. The Board of Education has first priority and Parks and Recreation has the second priority. It will then be the outside groups and the travel groups.

Mayor Vassel asked if any other Councilors wished to speak. No other Councilors wished to.

Councilor Moriarty made a motion to move page 94 (Parks and Rec – Organized Activities) of the Budget Book. The motion was seconded by Councilor Casasanta and adopted unanimously.

Mayor Vasel referred to Page 96 and 97 (Aquatic – Code #01500204) of the 2014-2015 Proposed Annual Budget Book. He asked the Councilors if they had any questions. Lisa Zerio introduced Livia Jacobs (Aquatics Director/Recreation Supervisor). Councilor Drapeau asked if the \$5,000 worth of bathing suits could be explained to him please. Livia Jacobs said more should be listed there like whistles, T-shirts and sunscreen, etc. Councilor Drapeau asked how many lifeguards from last year would be returning this year. Livia Jacobs said the return letter is due this Friday. Some of them will come back but some won't. The lifeguards get new bathing suits every year. Councilor Drapeau asked if 70% or 80% would be coming back normally. Livia Jacobs said 80% probably come back but the bathing suits don't last. Councilor Drapeau referred to the T-shirts and whistles. Livia Jacobs said the lifeguards get T-shirts, sunscreen and whistles. Councilor Drapeau asked how many bathing suits and whistles will be covered by the \$4,775. Livia Jacobs said there are twice as many female lifeguards in the summertime and their bathing suits are twice as expensive as the ones for the male lifeguards. There are approximately forty full time and part time lifeguards in the summertime and there are approximately fifteen during the school year. Councilor Drapeau asked how many bathing suits this money would buy. Livia Jacobs said she is suiting up approximately sixty lifeguards per year. Councilor Drapeau asked if each lifeguard gets one, two or three bathing suits. Livia Jacobs said they get one bathing suit for the summer and one for the winter.

Councilor Drapeau referred to Chemicals (#01500204 5612) and he said that \$13,300 is being requested for this year. The actual for this was \$10,000 in Fiscal Year 2012-13 and the actual year-to-date is \$6,000. He asked what the number is for this. Livia Jacobs said the biggest use of the chemicals is in the summertime usually so she hasn't purchased these yet for the summer. Councilor Drapeau referred to Fiscal Year 2012-13 again. Livia Jacobs said the cost of chlorine goes up every year and the freight delivery cost does too. The cost of chemicals goes up every year so a little bit extra is always put in here.

Councilor Drapeau referred to them getting a new pool vacuum and he asked if the old one is broken. Livia Jacobs said pool vacuums aren't built to last. These cost from \$2,000 to \$3,000. There is a vacuum at each pool and there is also one backup one which can be moved between the pools in case one breaks and has to go out for service. There are three pool vacuums at any given time. The parts for these are still being sold so they can fix them. Councilor Drapeau referred to the new one being requested. Livia Jacobs said she didn't order one for last year so she put one in the budget for this year. Councilor Drapeau asked if all of the three vacuums they have work. Livia Jacobs said yes.

Mayor Vasel referred to Equipment & Supplies (#01500204 5615). This includes badges for pool users and guard supplies. He asked what a guard supply is. Livia Jacobs said this could be for a rescue tube or for a new lifeguard chair that is needed at the pool. This will be for anything that the lifeguards use at the pools. There has to be so much rescue equipment around the pools by State law.

Mayor Vasel asked if any other Councilors had any questions. Councilor Szeps told Livia Jacobs that her title is Aquatics Director/Recreation Supervisor and he asked her if she is more of an Aquatics Director during the summer months because the pool isn't open all year long. Lisa Zerio said there is always a pool that is open at any given time and the pool at Rocky Hill High

School is open all year round, except for it being shut down for two weeks. She said that Livia Jacobs runs recreational programs as well, such as basketball. Councilor Szeps asked Livia Jacobs if she is doing something at the Rocky Hill High School pool during the school day. Livia Jacobs said that she isn't during the school day between 7:00 a.m. and 2:00 p.m. but she is responsible for the chemicals in the pool during the school day to make sure that it is safe before the physical education classes use it. She takes over that pool at about 3:00 p.m., as well as on nights and Saturdays.

Mayor Vasel asked if any other Councilors had any questions. The Councilors had none.

Councilor Drapeau made a motion to move page 96 (Parks and Rec – Aquatics) of the Budget Book. The motion was seconded by Deputy Mayor Bell and adopted unanimously.

Councilor Vargas asked if they were going to do the Town custodians now too. Finance Director Mehr said this would be addressed at the budget workshop for the Facilities Department with the other two budgets as well because they intermingle.

## **B. HUMAN SERVICES/YOUTH SERVICES**

Mayor Vasel referred to Page 84 and 85 (Human Services Dept. – Code #01400200) of the 2014-2015 Proposed Annual Budget Book. Town Manager Gilbert introduced Melissa Gerace-Hicks, who is the new Director of Human Services and Lori Stanczyk (Youth Services Coordinator). Town Manager Gilbert said Melissa Gerace-Hicks began on December 11, 2013 and she is replacing Mark Williams. Town Manager Gilbert said Lori Stanczyk has been with them for quite a while.

Councilor Vargas welcomed Melissa Gerace-Hicks. Councilor Vargas referred to Part Time Salaries (#01400200 5120) and she asked if there are going to be two pantry coordinators. Melissa Gerace-Hicks said there will be one. The person who was brought on to be this was brought on halfway through the fiscal year so the budget amount for last year wasn't enough. This number has been adjusted so that this can person can be paid throughout next year. Town Manager Gilbert said the food pantry has grown so much that they couldn't have enough volunteers to keep it coordinated enough. They have to control what goes out of it without a coordinator in order to make sure there is something for everyone. The inventory is rotated by them having someone in there. She explained some more. Councilor Vargas confirmed that this was just the phasing in of this position and she said thank you.

Mayor Vasel referred to Photocopier (#01400200 5550) and he asked if the lease for this is \$2,800. Melissa Gerace-Hicks said yes. Mayor Vasel said the lease for photocopiers for other departments ranges from \$1,200 to \$1,400. Melissa Gerace-Hicks said this amount is the same exact amount that they had in the budget last year. Finance Director Mehr said they take a lot of applications in for various services they provide so they have to make a lot of copies. He thinks they have a higher volume use. Mayor Vasel asked if the lease is based on usage. Town Manager Gilbert said yes. Finance Director Mehr said this is a fixed dollar amount per month. This is a color photocopier. There is a per copy cost depending on what type of copies they

make on top of a fixed monthly fee. Melissa Gerace-Hicks said they share this. Human Services does all of their flyers on this photocopier for events like dances, etc.

Mayor Vasel asked if any other Councilors had questions. Councilor Drapeau asked if they are getting a per click fee for the color copies. Finance Director Mehr said yes. Councilor Drapeau asked how long this contract is for. Finance Director Mehr said contracts for photocopiers generally go for four years. Councilor Drapeau asked if there is a copier lease per department or if there is one company that they have negotiated all of their photocopiers with. Finance Director Mehr said they generally have been using one company for the leases but the leases are staggered and they expire at certain times. They go through a State bid because this is the only sane way to go out for a photocopier bid. Councilor Drapeau was wondering if there is a way to have a globally per click fee for all of the photocopiers. Finance Director Mehr said that sometimes this depends on the type of photocopier a department has. They generally have photocopiers that are more on the low side but some departments may have an upgraded version because they have higher volumes. There might be a higher per copy cost for that. He also said that usually lower volume photocopiers have a higher per copy cost. Councilor Drapeau asked what the per click charge is for color copies. Finance Director Mehr said this generally is around \$0.04. Councilor Drapeau said that isn't bad.

Mayor Vasel asked if any other Councilors had any questions. Councilor Szeps said he had more of a comment for Melissa Gerace-Hicks that eventually could end up having a cost or a budgetary impact. Councilor Szeps asked Melissa Gerace-Hicks if she has had an opportunity to look at what the Parks and Recreation Department provides. Councilor Szeps said from the Library Department's presentations to the Town Council that they are providing services because people can't afford things or people don't have this or that. He asked Melissa Gerace-Hicks if she has had an opportunity to coordinate with the Library Department and the Parks and Recreation Department to see whether or not the service belongs with them or with the Human Services Department. Melissa Gerace-Hicks said she had met with Mary Hogan (Library Director) early on. Melissa Gerace-Hicks said she had started working with this Town on December 9, 2013 so she came in during the middle of the Christmas season, which is Human Services' busiest time and then she moved into the budget season. She said that she had discussed with Mary Hogan about a lot of the clientele that they have in common and some ways of them potentially combining (services). Melissa Gerace-Hicks said she hasn't met with the Parks and Recreation Department but she knows that Denise Sanderson goes back and forth. Melissa Gerace-Hicks said they have a Staff meeting so they often discuss things that are going on. She said they absolutely have started discussing trends in areas in which they could combine services and so that they can work together to meet all of the needs because they are increasing. She said that they will continue doing this. Councilor Szeps said he also is on the Senior Affairs Committee and he is hearing more frequently there that senior services always tend to gravitate more towards seniors who have special needs. He asked if they should be in the Human Services Department or if they should be in the Senior Programs Department. Melissa Gerace-Hicks thinks that all of the departments are servicing those needs in their own ways. The number of these people is continuing to increase so she thinks the answer is for them to find more effective ways to get to them and not by only combining the departments. Councilor Szeps said thank you.



Mayor Vassel asked if any other Councilors had questions. The Councilors had none.

Deputy Mayor Bell made a motion to move page 84 (Human Services) of the Budget Book. The motion was seconded by Councilor Szeps and adopted unanimously.

Mayor Vassel referred to Page 86 and 87 (Youth Services – Code #01400201) of the 2014-2015 Proposed Annual Budget Book. Town Manager Gilbert said they looked at this budget again more carefully. She referred to Clinical Services (#01400201 5340) and she recommended that they reduce this by \$4,500. She said that Melissa Gerace-Hicks is aware of this and this needs to go back to slightly above what they had last year. Councilor Vargas referred to the amount of \$10,000. Town Manager Gilbert said she actually wants to reduce this by \$7,000.

Councilor Szeps moved to reduce Budget Line 5340 (Clinical Services of the Youth Services Budget) by \$7,000. The motion was seconded by Councilor Szeps and adopted unanimously.

Mayor Vassel asked the Councilors if they had any questions. Councilor Vargas told Lori Stanczyc that she was looking at her Performance Measurements. Councilor Vargas asked Lori Stanczyc if she had any comments about the fluctuations in these measurements for the families served in counseling and for the counseling sessions provided. Lori Stanczyc said they are trying to find out what the trends are. Some people are using their insurance more often because it is more cost effective and the Town doesn't take insurance. She said they looked into this but they never got beyond that. Those people who can afford this, choose to use their own insurance. Councilor Vargas said they are going from an actual of 113 last year to 38 and back up to 80. She asked Lori Stanczyc what they are basing the 80 off of. Lori Stanczyc said they are hoping that people will come back to them if they do end up looking into taking insurance. Councilor Vargas found this interesting and she said thank you.

Mayor Vassel referred to Positive Youth Development (#01400201 5804). He said they have after school programs, etc. and he asked if any of these overlap with the Parks and Recreation Department programs. Lori Stanczyc said no. They coordinate quite often with the Parks and Recreation Department. She said that the Youth Services does more work with students who are sort of "off track". They do something completely different from what the Parks and Recreation Department does. She explained more. Mayor Vassel said very good.

Mayor Vassel asked if any other Councilors had questions. Councilor Szeps asked if there is coordination with the Board of Education with these types of programs. Lori Stanczyc said she actually meets with Marian Hourigan (Assistant Superintendent) quite often and she is on a couple of her Committees. Lori Stanczyc said she and Marian Hourigan have done programs together. Marian Hourigan has actually "steered some students" into Youth Services' door. Lori Stanczyc said that Marian Hourigan is going to be moving on though unfortunately. Lori Stanczyc is hoping that she will keep this communication with the Board of Education. Councilor Szeps asked whose responsibility this is ultimately with regards to providing this service to the youths. Lori Stanczyc thinks this falls to Youth Services and the special category of students who need extra. Councilor Szeps said the same program though is provided at any of their schools. Lori Stanczyc thinks some programs are provided for some of the students. Youth

Services provides programs for students who choose not to go to the school based ones. Councilor Szeps said thank you.

Mayor Vasel asked if any other Councilors had questions. No other Councilors did.

Deputy Mayor Bell made a motion to move page 86 (Youth Services) of the Budget Book. The motion was seconded by Councilor Moriarty and adopted unanimously.

### **C. MINI-BUS TRANSPORTATION**

Mayor Vasel referred to Page 88 and 89 (Mini-Bus Transportation Services – Code #01400202) of the 2014-2015 Proposed Annual Budget Book. Councilor Vargas referred to Part Time Salaries (#01400202 5120) and she said in the narrative that this reflects the request for a part time Mini-Bus dispatcher. This will be fifteen hours per week. She asked if this person already exists or if this is the request for a new person. Melissa Gerace-Hicks said this person exists. Councilor Vargas said this really isn't a request then. Melissa Gerace-Hicks said that is right.

Councilor Vargas said that Councilor MacDonald had asked for a list of all of the vehicles in Town. Councilor Vargas said she saw that there currently are three Mini-Buses. Melissa Gerace-Hicks said that is correct. Councilor Vargas said there are two full time drivers and there are three Mini-Buses so she asked what they are doing with the buses. Melissa Gerace-Hicks said the Town owns the 2008 Mini-Bus, which is a backup one. There is a five year grant from the State for the other two Mini-Buses and that covers 75% of the purchase cost. They have certain mandates that they have to keep up with for this and they submit quarterly reports. They have two full time drivers. She explained when the backup Mini-Bus is used by the Parks and Recreation Department, etc. It is also used if one of the other Mini-Buses needs to go out for repairs so that service for the disabled and the seniors isn't disrupted. Councilor Vargas asked if all three of these Mini-Buses are insured by the Town. Town Manager Gilbert and Finance Director Mehr said yes. Finance Director Mehr said the Town recently acquired a new Mini-Bus this summer. Councilor Vargas confirmed that it was the one that was acquired in 2013. The other two were acquired in 2008 and 2009. She was told yes. Finance Director Mehr said these Mini-Buses spend a lot of time at the Town garage too. Councilor Vargas said thank you.

Mayor Vasel referred to Part Time Salaries (#01400202 5120) with regards to following up on it. He said the request also includes compensation for a substitute Mini-Bus. Finance Director Mehr said that is for a driver. Town Manager Gilbert said the word "driver" was missing there. Mayor Vasel asked if they need a part timer. Town Manager Gilbert said this is if a driver is on vacation or out sick, etc. A part timer is brought in who will fill the shift for whoever is away instead of them canceling services. Mayor Vasel asked if \$10,000 is used because there was a part timer a couple of budget pages ago for \$6,900 for the year and it seems like they work quite regularly. He said it seems like vacation and sick time, etc. would be more sporadic. He asked why \$10,000 is the right number when \$7,000 works for the whole year. Town Manager Gilbert said they have had different things go down. Finance Director Mehr said coverage is being provided for two full time Mini-Bus drivers. A part timer might be brought in certain times during the year if the schedule gets heavy. Town Manager Gilbert believes between the two full time Mini-Bus drivers that they have at least four weeks of vacation that needs to be covered.

They can't take vacation at the same time. They also have sick time. She said they have had people out on Worker's Compensation if they get injured. Mayor Vassel questioned if this was from driving a Mini-Bus. Town Manager Gilbert said yes and this was from lifting a wheelchair or helping the people. Finance Director John Mehr said these are eight hour per day jobs compared to the Parks and Recreation Department which might be just a few hours per day. Town Manager Gilbert said the Mini-Bus drivers that Melissa Gerace-Hicks coordinates are hired to work the day shift. Lisa Zerio's Mini-Bus drivers might work the afternoon into the evening, etc. Town Manager Gilbert said the Mini-Bus drivers do handle taking people to church on Sunday mornings but this is typically done by a substitute driver.

Mayor Vassel referred to Motor Fuel & Lubricants (#01400202 5620) and he said there is 6,000 gallons at \$3.25 per gallon for three Mini-Buses but he said only two Mini-Buses are being used when one is down. He told Town Manager Gilbert that his question goes back to the Parks and Recreation Department because they have half of a dozen or more trucks that run daily. Town Manager Gilbert said for some reason, the Highway Department doesn't bill the Parks and Recreation Department back for their maintenance supplies. Mayor Vassel said he was talking about the gas for the Parks and Recreation Department's vehicles. Finance Director Mehr said for the Mini-Buses that he believes they get a grant from the Greater Hartford Transit District and they are trying to reflect all of the costs that are associated with running the Mini-Buses. He told them that this is why they are seeing a lot of individual expenses that are associated with this. Town Manager Gilbert said what Glenn Parent (Highway Supt./Recycling Coordinator) puts into these Mini-Buses gets charged to this account and not to the Highway Department account.

Mayor Vassel asked if any other Councilors had questions. Councilor Drapeau asked if the Mini-Bus drivers are under union contracts. Town Manager Gilbert said they are. Councilor Drapeau asked if there was a mandated negotiated 9% increase. Town Manager Gilbert said they are in a different union that had a contract which was just settled last year. Councilor Drapeau asked if this is 9%. Town Manager Gilbert said it is 2.85%, 2.9% and then 3.1%. Deputy Chief Bell said this is for three years.

Deputy Mayor Bell made a motion to move page 88 (Mini Bus Transportation) of the Budget Book. The motion was seconded by Councilor Vargas and adopted unanimously.

#### **D. REGISTRARS**

Mayor Vassel referred to Page 28 and 29 (Registrar of Voters – Code #01101000) of the 2014-2015 Proposed Annual Budget Book.

At this point, Town Manager Gilbert asked if she could say something so that the new Councilors would maybe understand about the raise increases. They ended up at the 2.85%, 2.9% and 3.10% after they negotiated away certain post-retirement benefits and they went from a Defined Benefit Pension Plan to a Defined Contribution Plan. They ended up in arbitration with the first contract out and they were told point blank that they were going to rule against them so that they might as well sit down and settle because of what the unions had given up. This is why

they ended up with this. She said that other unions have emulated this and this is where they have ended up on the settlements when they brought these into the Town Council.

Mayor Vasel asked the Town Council if they had any questions with regards to the Registrars. Town Manager Gilbert said at the last Town Council meeting there had been a discussion. She said that she had brought up the fact that they were going to have difficulty and not be able to use West Hill School so they were looking at using Griswold Middle School. The Registrars have come up with a plan since then that they think will work. They are going to have to make sure that they make all of the parking available at the Town Hall and they will use parking lots across the street, etc. This will be for a primary on August 12, 2014 and she said not everyone comes out for those. The Town Hall, which is air conditioned, will be utilized and each of the districts will be in a different room in the Community Center. They believe that this will be the easiest way. This will work for the Registrars and this will make it easier for them. Councilor Szeps asked if there will be a budgetary impact. Town Manager Gilbert said there will be no budgetary impact. She mentioned that it costs about \$6,000 every time they hold a special election. Pat Beyer (Registrar) said there will be a budgetary impact with regards to how they will have to send out postcards to all the voters of the other two districts (West Hill School and Griswold Middle School) to tell them that their district is closed and they will have to vote at the Community Center. Town Manager Gilbert said these postcards will only be sent to those who are registered in a party and not to all of the voters. This will be less of a cost. She believes that this will be borne out of this year's budget because she has recommended that they do this before July 1, 2014.

Councilor Moriarty thinks they need to have some type of signage at the other polls or a person there so that people aren't confused. Janet Viggiano (Registrar) said she had spoken to Glenn Parent about this and it isn't going to be a problem. Councilor Moriarty said thank you.

Deputy Mayor Bell asked what the approximate cost of the mailing is. Janet Viggiano said it is about \$1,500. Deputy Mayor Bell said thank you.

Mayor Vasel asked if there were any other questions from the Town Council. Councilor Drapeau asked if the definition for Technical Supplies (#01101000 5627) could be explained in further detail. Janet Viggiano said this is anything that they need for the printers in the office and for anything that needs to go to the polls for the workers, etc. Pat Beyer said the computer cards are very expensive to program and there is also a maintenance agreement for each of the machines. Those items are in technical supplies too. Councilor Drapeau asked if they have a list of expected expenses for the next year that will get them to the \$8,250 or somewhere around this. Pat Beyer said they broke this down as much as they could but they also have to leave it open because they aren't quite sure what will break down. Finance Director Mehr said that generally the big expense is the moving of the voting machines from the closet out to the various locations. Councilor Drapeau said there is \$5,000 in actual for Fiscal Year 2012-2013 and they are asking for \$8,250 now so he was looking for a little justification for that. Pat Beyer said there had only been one election last year. There will be a primary and gubernatorial this year. Councilor Drapeau asked if there are extra costs with moving the voting machines back and forth. Pat Beyer said that cost will be saved with the primary being held in the Community Center now. Town Manager Gilbert said there are also other costs though that are associated with the voting

machines and with the supplies to get ready for this. Jennifer Viggiano said the Secretary of State's Office is constantly dropping what they had been covering. These costs are being put on the Town now and she said they never had to pay for these before. All of the costs in the Registrar's office are rising.

Councilor Casasanta thanked Pat Beyer and Jennifer Viggiano for being present. Councilor Casasanta asked if they had found a big impact this past election with the same day voter registration. Janet Viggiano said they had sixteen people but she didn't think that a lot of people knew about this or are used to it yet. Councilor Casasanta asked if they are anticipating that this will become more of an issue for them in their department. Janet Viggiano said this definitely will all pick up with the gubernatorial and with the Presidential election. She said that she was happy with the sixteen people though because one of the Towns had zero people. Pat Beyer said it went smoothly.

Town Manager Gilbert referred to them transferring from the old voting machines to the new ones. The State of Connecticut had picked up all of the costs when they first did the process but they have slowly but surely dropped all reimbursables. The same day voter registration causes the Town to incur costs. This involved them having to set up a separate room with additional telephones put in there for Election Day. They had to arrange for computers to be put in that room. This was done so that people could come in and their polling place could be contacted where they previously had registered, etc. The State is continually changing the game and dropping more expenses on the Town. She said the technical supply account is also trying to cover the unforeseen.

Mayor Vasel asked if any of the other Councilors had any questions. The Councilors had none.

Councilor Drapeau made a motion to move page 28 (Registrars) of the Budget Book. The motion was seconded by Councilor Moriarty and adopted unanimously.

Mayor Vasel thanked Pat Beyer and Janet Viggiano. Pat Beyer and Janet Viggiano said thanks also.

## **E. FIRE DEPARTMENT**

Mayor Vasel reminded the Town Council that he has been a member of the RHFD for sixteen years so he would be abstaining and not commenting on anything. He said he would be calling for the votes though.

Mayor Vasel referred to Page 54 and 55 (Supervision – Code #01202201) of the 2014-2015 Proposed Annual Budget Book. Mayor Vasel asked Chief Michael Garrahy to introduce himself and the Assistant Chief. Chief Garrahy introduced himself and Assistant Chief David Kromas. Mayor Vasel asked the Councilors if they had any questions for the RHFD. Councilor Drapeau referred to Uniforms & Cleaning (#01202201 5613) and he asked if this is for cleaning or clothing or both. Chief Garrahy said they typically don't send the uniforms out for cleaning. They are responsible for their own cleaning. This line item covers the uniforms for the Honor Guards and for the Staff.

Mayor Vasel asked if there were any other Councilors who had any other questions. No other Councilors did.

Councilor Vargas made a motion to move page 54 (Fire Department –Supervision) of the Budget Book. The motion was seconded by Councilor Moriarty and adopted with Mayor Vasel Abstaining.

Mayor Vasel referred to Page 56 and 57 (Training – Code #01202202) of the 2014-2015 Proposed Annual Budget Book. Councilor Vargas referred to the summary page for training. She referred to the year-to-date and she said the Town Council had been told that these figures are through March 24, 2014. They had approximately \$9,500 in this Training (#01202202 5334) and they are projecting to spend \$30,000. There is only a quarter left of the year and she asked if they are going to be spending that much more money in three months. Chief Garrahy said they have five members right now that are taking FFI, FFII and HazMat Operations training. He believes that several invoices also will be coming in shortly for the new HazMat training the RHFD had recently performed in the last month. He told Councilor Vargas that this will really “whittle down this number”. Councilor Vargas asked if outside people come to the RHFD to do the training or if the members are sent somewhere. Chief Garrahy said they do both of these ways. Members are sent out to organized classes for certification (recruit) training because this is the best way to do this. Outside instructors will be brought into the RHFD for new tactics and for new methods of doing things or for new equipment to be introduced, etc. A Train the Trainer Program is then used from that point on. During the period when outside instructors are brought in, their supervisory personnel are brought up to the point where they can continue having this training brought forward. Councilor Vargas said thank you.

Mayor Vasel asked the other Councilors if they had any questions. Deputy Mayor Bell asked if Ground Maintenance (#01202202 5433) could please be elaborated on. Chief Garrahy told Deputy Mayor Bell that he was glad she had brought this up and he said that he had actually caught this last night. Chief Garrahy said until this year, that had been a Capital Improvement line. This should read “Fire Training Center Development” instead of “Ground Maintenance”. This is all for new work and new development at the training site behind Station #2. Finance Director Mehr said this is for the maintaining of it too. Chief Garrahy said this is also for the maintenance of the site itself. Deputy Mayor Bell asked if there is funding now in the nonrecurring account for this and what the amount is. Finance Director Mehr said yes and he is guessing that this is around \$40,000 plus there is \$25,000 in this year’s budget. Councilor Vargas said this is \$41,000+. Deputy Mayor Bell asked why they are asking for \$25,000 if the \$40,000 hasn’t been spent. Finance Director Mehr thinks this has been accumulated over the years and they transferred this into the nonrecurring account. He thinks the RHFD is looking to buy some training mechanisms or some modules from the nonrecurring funds. He understands the RHFD is pretty close to having the training center completed so this \$25,000 can be used to maintain it. The amount in the nonrecurring account should be dwindling down to close to zero in the next year or two. Deputy Mayor Bell didn’t understand about the \$25,000 for maintenance so she asked if that could please be explained. Chief Garrahy said \$23,000 out of the \$25,000 that is in Capital Improvements from last year has been spent. They are waiting for some new equipment to show up for the training ground. A purchase order was signed last week. He said that Councilor Vargas mentioned that there is \$41,000 in the nonrecurring account. Chief

Garrahy said they are looking to do some work at the training ground, especially on the upper level. Some concrete pads will be created to start with to use on the extrication site. They have also been working with Connecticut Natural Gas but this has been a lot slower than he would like. There is a two inch gas main that is run out to the back of the training center site. They want to put some natural gas fueled props up for them to train on. He said that Assistant Chief Kromas has a good plan for a car fire prop so this will probably be the first one in there. Chief Garrahy said they would like to use this money for some of this development. Deputy Mayor Bell asked if other surrounding Towns use this facility. Chief Garrahy said they do. There is a cost mechanism for this if they are using the Fire Blast Trailer. There is an account that is set up to put money in. The mutual aid partners (the four other Towns that are in the Task Force with Rocky Hill) typically aren't charged if the RHFD isn't providing safety personnel or instructors. He then referred to if the RHFD has something that the Task Force Fire Departments can use and if the Task Force Fire Departments have something that the RHFD can use. Deputy Mayor Bell said thank you.

Mayor Vasel asked if there were any other Councilors who had questions. Councilor Kochanek said the Town Council had a conversation about this last year and he believes that this is the last year that they would see such a large line item in the budget. They are nearing the completion of a training ground that is Class I. He told the Councilors to put their minds to rest because Chief Garrahy won't be coming in next year with such a big figure for this. Councilor Kochanek then referred to the charging of the use of this training ground by other Towns. This isn't done historically unless this Town incurs a cost. This would be for the propane gas that would have to be replaced for the Fire Blast Trailer's tanks. He said it was pointed out that the RHFD lets the Task Force Towns use what they have and vice versa. It wouldn't be productive to charge someone for using a facility. Deputy Mayor Bell said she didn't suggest that. Councilor Kochanek told Deputy Mayor Bell that he didn't say she did.

Mayor Vasel asked if any other Councilors had any questions. Councilor Drapeau said that Councilor Kochanek had indicated that there wouldn't be an additional \$25,000 cost next year but he told Chief Garrahy that he believes he had indicated that there would be because this fee is an ongoing one. Chief Garrahy said this has been moved into the operations budget for the maintenance of the fire training ground. Some development is also being done. He mentioned how there have been some personnel changes and a better plan is being developed for there. There are going to have to be some yearly maintenance costs. He doesn't know the amount yet that he will come back to ask the Town Council for next year. Councilor Drapeau asked if any of the other four Towns in the Task Force have a training facility like the RHFD has or he asked if they are all using RHFD's. Chief Garrahy said the Cromwell Fire Department has one but it is not as good or not as intricate. He doesn't believe the other Towns have one. The Wethersfield Fire Department will drive to the State Fire School in Windsor Locks on occasion. There is also a burn tower in Newington that a couple of Towns have a little consortium in but Rocky Hill is not part of that. Councilor Drapeau said he has been to the RHFD's training ground. It is impressive and he loves the fact that they are using it, as well as that it is in Rocky Hill. He explained some more and he said that this may be one of the one off items in the consortium where they tell the Task Force Towns that they have to chip in a little bit. Chief Garrahy said they do this if they have incurred costs. Councilor Drapeau said his opinion is that this might also allow them to expand this even further if they can show a little revenue on this.

Mayor Vassel asked if any other Councilors had any other questions. No other Councilors did.

Councilor Vargas made a motion to move page 56 (Fire Department –Training) of the Budget Book. The motion was seconded by Councilor Casasanta and adopted with Mayor Vassel Abstaining.

Mayor Vassel referred to Page 58 and 59 (Communications – Code #01202203) of the 2014-2015 Proposed Annual Budget Book. Councilor Vargas referred to Radio Equipment (#01202203 5742). The RHFD is buying eight intrinsically safe radios in the current budget for \$15,600 and she asked if the cost (\$18,392) is going up that much for the same eight intrinsically safe radios for next year. Assistant Chief Kromas said there has been a greater increase in cost for this due to changes in the technology and where they are trying to go with the digital communications, as well as for intercommunication ability between all of the departments in Town (RHPD and RHVAA). Councilor Vargas asked if these will be compatible. Assistant Chief Kromas said he is working with the RHPD and the RHVAA. All of the radios will be able to communicate and they will be able to use the digital technology that they are going towards all as one big system. They will all have their own frequencies but they will have interoperability. Councilor Vargas asked if they will be able to use the ones they are just buying now with next year's even though those will have better technology and they will cost more. She said that technology is changing always and she would hate to keep investing a lot of money if these radios aren't able to work together. Assistant Chief Kromas said the P25 Standard is for the interoperability and he explained some more. Councilor Vargas said they are buying eight of these this year and eight next year. She asked how many of these they have and how many they are planning on buying in the future. She asked if this is a plan where they will be buying eight of these for an "X" number of years. Assistant Chief Kromas said the ones that he just purchased went to replace the radios that weren't P25 compatible. Councilor Vargas said they will have to get rid of those because those won't work with these. Assistant Chief Kromas said those won't work in the future when they switch to ones that are totally digital. They have just a few portable radios left for the Fire Police and those will need to be replaced. The mobile radios within the fire trucks will then need to start being replaced. Councilor Vargas asked if the intrinsically safe radios are with the members and not on the fire trucks. Chief Garrahy said these are portable radios that the firefighters carry. There is one for every riding position plus certain functions within the RHFD also have their own radio assigned to them. Councilor Vargas asked how many of these they are going to need and she asked if everyone is going to have their own. Chief Garrahy said these won't be individually assigned to each member. Councilor Vargas asked if firefighters take a radio if they are at the firehouse. Chief Garrahy said there are six radios for the six riding positions in the fire truck. This is an OSHA Standard under communications. Support functions and Chief Officers all have individual radios, as well as the Captains and Lieutenants. Councilor Vargas asked if the fire truck situation will be covered or not with what they have this year and next year for the radios. Assistant Chief Kromas said they will have one or two spares for this year and for next year in case something goes wrong with the equipment they have now. Councilor Vargas asked them if they don't have at least one fire truck at each firehouse and she said that they would have at least eighteen radios then. Assistant Chief Kromas said that every fire truck and every riding position has to have a radio. Councilor Vargas asked if there aren't six radios on each fire truck. Chief Garrahy said there are and there are six riding positions per fire truck. Councilor Vargas said this would be eighteen radios. Councilor Moriarty said this is



for every fire truck and every fire engine. Councilor Vargas said she didn't understand this because only sixteen radios are being bought. Assistant Chief Kromas said these have been replaced over the years. Councilor Vargas said they are saying though that the old radios don't work. Assistant Chief Kromas said the person who had been in his position prior to him being here had the foresight to start purchasing digital capable radios and he is just continuing with this legacy. Councilor Vargas asked how many digital radios they have because she thought these were the first ones this year. Assistant Chief Kromas said their fleet is almost complete at this point. Town Manager Gilbert said this is about the third year. Councilor Vargas said this was what she didn't understand and she confirmed that they should be good with all of their digital radios after next year. Assistant Chief Kromas said yes except for maybe one or two portables. They have to have something in case something breaks.

Mayor Vasel asked the Councilors if they had any other questions. Councilor Drapeau asked about the air horn that goes off at 6:00 a.m. all of the time. He asked if they really need this because they have all of the radios that they talk on. He knows that they had this in the 1930's or 1940's. Chief Garrahy said this is early technology that works. The RHFD needs multiple methods to alert the volunteers. Pagers are one method. The air horns are the most efficient way to do this otherwise. These are run seven days per week from 6:00 a.m. to 6:00 p.m. Assistant Chief Kromas said these have to be tested twice per day per the ISO requirement. Chief Garrahy said ISO is now moving towards pager technology and text messaging as a replacement for this. He believes they will have this in the next standard (the next revision of ISO's rules). Assistant Chief Kromas gave more details about this. Chief Garrahy said this will be as a second means of communication. Councilor Drapeau said they can "86" the air horns at that point. Chief Garrahy said he likes them. Councilor Drapeau asked if he lives near a fire station. Chief Garrahy said he can hear the air horns. Assistant Chief Kromas said that he does live near the fire station on Old Main Street so he hears these every day.

Mayor Vasel asked if any other Councilors wished to speak. Councilor Moriarty said this isn't the first time this topic has come up with regards to the air horns. This is an antiquated system that they were finally able to get parts for. They actually had a demonstration in the Town Hall parking lot last year. A trailer came here with speakers on it. He said Councilor Kochanek had been pushing for this where there would be speakers that they could use to send out a message in case of a disaster. This would be for the residents of this Town also and not only for the members of the RHFD. Assistant Chief Kromas said this is done along the shoreline. Town Manager Gilbert said she would love to eliminate the air horns but they have to have them. She explained some more. Councilor Moriarty mentioned how there used to be air raid horns that went off the first Saturday of every month.

Mayor Vasel asked if any other Councilors had any questions. Councilor Szeps asked if the RHFD has Town cell phones. Chief Garrahy said they do. Councilor Szeps asked if this is for all of the firefighters or just for the Staff. Chief Garrahy said these are for the Line Captains and for the Senior Staff. Assistant Chief Kromas said these have been offered to the Line Captains but some choose to keep their own cell phones. Councilor Szeps asked for the reason behind this because of all of the communication devices they have. Chief Garrahy said with all of the communication devices they have that they all aren't still in the same building from 8:00 a.m. to 4:30 p.m. when a lot of their business happens because they are all at their full time jobs. This is

an easy convenient way for them to keep in touch with each other. A lot of things happen behind the scenes and a lot of things happen on these cell phones. Councilor Szeps asked then why they don't consider having everybody using cell phones instead of having to buy the elaborate communication devices. Assistant Chief Kromas said they can't use non-intrinsically safe radios in a hazardous condition or in a fire.

Councilor Szeps referred to signs at gas pumps when people are filling their cars with regards to them using their cell phones and he asked if those are true. He asked if people shouldn't have their cell phones anywhere near them when they are filling their cars with gasoline. He was told that is right. Councilor Drapeau said this would go for the Town gas pumps too that are used heavily.

Councilor Drapeau asked the RHFD if they need three more PCs. Assistant Chief Kromas said these are the three last PCs that he is looking to replace this time. They just got rid of some of their Windows 2000 technology in the last few years and they still have a few Windows XP computers. He said that everyone knows how Windows XP support will be ending. He has been in contact with the Town's IT services. The money for this hasn't been spent but the equipment has been ordered. One of the reasons for these is because these are Windows XP computers, which won't be supported anymore. They are also having a problem with some of their older Windows XP computers. Two of these older computers will be turned over to the RHPD because they will be able to be used as a backup to the dispatch console. Councilor Drapeau asked if there are computers at the three fire stations or just at Headquarters. Assistant Chief Kromas said there is a computer in every watchroom in every firehouse and every Company Captain has one. Each Chief Officer has one (i.e. Fire Marshal and Deputy Fire Marshal). Councilor Drapeau asked if there are about ten computers. Assistant Chief Kromas said there are about fifteen. Councilor Drapeau asked if the three oldest computers are going to be replaced. Assistant Chief Kromas said yes and he will migrate them down. He explained more. Councilor Drapeau asked if these are desktops or laptops. Assistant Chief Kromas said they are desktops.

Mayor Vasel asked if any other Councilors had any questions. No Councilors had any.

Deputy Mayor Bell made a motion to move page 58 (Fire Department – Communications) of the Budget Book. The motion was seconded by Councilor Szeps and adopted with Mayor Vasel Abstaining.

Mayor Vasel referred to Page 60 and 61 (Prevention – Code #01202204) of the 2014-2015 Proposed Annual Budget Book. Councilor Vargas said she was curious as to what had happened under Part Time Salaries (#01202204 5120). Finance Director Mehr said this is tied into the shared position. Councilor Vargas asked if this is for the Deputy Fire Marshal that is in the full time salaries now. Finance Director Mehr said yes and this is a shared position. The Deputy Fire Marshal is also the Zoning Officer. He thinks this is just a cost shift between lines. Town Manager Gilbert said the Deputy Fire Marshal/Zoning Officer is part of NAGE RI-288. Councilor Vargas said thank you.

Mayor Vasel asked if any other Councilors had questions. Councilor Drapeau referred to the required fire watches per State Statute and he asked if this is a stipend. Chief Garrahy said no.

This is for high occupancy events (i.e. school plays, etc.) where a firewatch needs to be provided. He asked Fire Marshal Rich Renstrom to come forward. Fire Marshal Renstrom said this is a couple of different things. By Statute, they have to provide firewatches for any large public assembly (i.e. any large theatrical production at Rocky Hill High School or in the Community Center where scenery is used). They also had done a firewatch last weekend at one of the healthcare facilities. The fire alarm system there had gone down on a Thursday night and fire watch coverage was provided until the following Monday afternoon. That will come out of this account but they will be reimbursed for this. Councilor Drapeau asked if the volunteer firefighters haven't shown any interest in handling this responsibility. Fire Marshal Renstrom said the firefighters do this. Councilor Drapeau asked if the firefighters aren't interested in volunteering if there isn't a fire. Fire Marshal Renstrom said they had to walk around a facility for twelve hours. Councilor Drapeau said it is a little weird that the firefighters volunteer to run into a building that is burning but they want to be paid to hang out at the Rocky Hill High School to watch a play. Fire Marshal Renstrom asked if they would rather be at home with their family or at Rocky Hill High School. Councilor Drapeau said he understood. Councilor Drapeau confirmed that they get reimbursed for some of these and if this is a revenue producer. Fire Marshal Renstrom said they do get reimbursed for some of these and these could be a revenue producer. Town Manager Gilbert referred to the firewatch they had just done at the convalescent home and she said that they typically don't end up doing that many private duties like that. They do bill back what they are charged when they do this do plus she believes that there is an administrative fee. Fire Marshal Renstrom said this is a flat \$25 per hour charge (per firefighter). Councilor Drapeau asked if this is break even or a little better. Finance Director Mehr said this is very little better. Councilor Drapeau said that zero is good for him. Fire Marshal Renstrom said this is a break even. Town Manager Gilbert said this covers FICA.

Deputy Mayor Bell made a motion to move page 60 (Fire Department – Prevention) of the Budget Book. The motion was seconded by Councilor Moriarty and adopted with Mayor Vasel Abstaining.

Mayor Vasel referred to Page 62 and 63 (Fire Fighting – Code #01202205) of the 2014-2015 Proposed Annual Budget Book. Councilor Vargas referred to Equipment & Supplies (#01202205 5615). She said this is her fourth time doing a budget and she knows that they have bought a couple of thermal imaging cameras over the last couple of years. She was curious as to how old they are and how many they have. These were shown to them as to what they did and she thinks they are a good thing to have but she wasn't sure where they are with regards to how many of these they have. Chief Garrahy said that was a great question. The three ladder trucks have the latest generation of thermal imaging cameras. The original generation of these is obsolete technology now, which is no longer supported, and that is kept on the rescue truck. They are finding more and more uses for thermal imaging (i.e. for hazardous materials and electrified areas, etc.). He explained more. He would love to see every piece of apparatus having one of these somewhere down the road because it is that vital of a piece of equipment. Councilor Vargas asked how many they have. Chief Garrahy said they have three on the ladder trucks and one is on the heavy rescue truck. Councilor Vargas said they have four right now and she confirmed that one of these is just "so so". Chief Garrahy said that one isn't supported and the company no longer repairs that one. Councilor Vargas confirmed that the thermal imaging camera being requested would be a fourth good one. Fire Marshal Renstrom said this would be

the fourth new generation. Councilor Vargas asked where this one would end up going. Fire Marshal Renstrom said it would go on the heavy rescue truck. Councilor Vargas said this will be with the one that isn't supported. Chief Garrahy said it will replace that. Councilor Vargas asked if that could be turned in. Fire Marshal Renstrom said that will be put on another piece of apparatus as long as it is usable.

Councilor Vargas referred to Recruitment Activities (#01202205 5806) and Staff Activity (#01202205 5821). She wanted to understand what the difference is between the supplies for firefighter retention versus the fire activities in all of the fire stations. They are talking almost \$32,000 between these two. She wanted to get a better handle on what the dollars are used for. Chief Garrahy said they have earmarked \$3,000 towards recruitment activities. There will be ads and a story in *Rocky Hill Life* in the next two months. The rest of the money in that account goes towards retention. The best way to do this and to keep the members' morale up is to provide them four or five group activities within the year (i.e. Annual Awards Dinner and Memorial Day Breakfast, etc.). He gave more details about this. He then referred to the Staff Activity Account. Money is provided to each Company and they are free to use it however they feel. The first Tuesday of the month, there is a meeting in each Company and they provide dinner for each other. This money can be used also for Station shirts or jackets, etc. This is towards retention and it provides a better environment within the Stations for the members.

Deputy Mayor Bell said she was going to follow up on the Station activities. She asked who approves these expenditures and if each Station determines how they want to use this money or she asked if this is preapproved. She asked if there is an approved list of items. Chief Garrahy said there has never been an approved list and they typically give the Stations the latitude to purchase what they want. He told the Town Council that he didn't think they would see anything that they wouldn't want to see purchased. Deputy Mayor Bell said thank you.

Councilor Casasanta referred to Fees (#01202205 5326). There are forty-five required physicals and five stress tests. She asked if there is a mandate which states that there have to be required physicals per year. Chief Garrahy said there is an OSHA mandate. He had the Directive for this in front of him. There is a pre-employment physical and drug screening for every prospective member. People can be brought onboard to the RHFD after a successful physical. He read aloud what OSHA stipulates for each different age and he mentioned what is involved as part of the physicals. A stress test is provided if there is an indicator with the OSHA physician that the member might need one. Councilor Casasanta asked if a member has seen their primary care physician within a certain period of time and if that primary care physician completed a complete history that included blood work if this would be accepted into this protocol so that there won't be any double testing involved if a firefighter is covered under their own private healthcare insurance. Chief Garrahy said they don't accept this because of the NFPA Standard that they go by which requires an OSHA physician, as well as certain blood gases as a baseline. These are monitored with the physicals to see if they have been exposed to things (i.e. heavy metals, etc.). This is something that people typically don't get in a normal physical. There is also the lung function test which triggers the fit testing for the self-contained breathing apparatus. Councilor Casasanta said very good and said thank you.

Mayor Vasel asked if any other Councilors had questions. Councilor Drapeau asked to be talked to about Part Time Salaries (#01202205 5120) and Part Time Storm Standby (#01202205 5121).

He is supposing that these are stipends. Chief Garrahy said yes and no. He referred to the Part Time Storm Standby Account and he said they put this into place several years ago. The Stations will be manned with six members per Station when the driving conditions deteriorate during storms and it is unsafe to have the volunteers brought from their houses. This will be for the duration of the storm. This will cut down on the response time to get the apparatus out to a fire call and it also provides a safer way of working for the volunteers. Councilor Drapeau told Chief Garrahy that he thought he had been told about this when they met. Chief Garrahy said yes. He then referred to the Part Time Salaries Account and he said this is their remuneration account. Councilor Drapeau started to ask about the firefighters who are on the paid storm standby and if they will also collect when Chief Garrahy said there is no double dipping.

Councilor Drapeau asked the Staff if they all have Town vehicles. Chief Garrahy said he and Fire Marshal Renstrom have them. The Deputy Fire Marshal/ZEO also has one. Councilor Drapeau asked if these vehicles are driven full time. Chief Garrahy said yes because they don't know when an emergency will hit. Councilor Drapeau asked Chief Garrahy and Fire Marshal Renstrom if they are the only ones allowed to use the gas pumps or if they allow the volunteers to use them too. Fire Marshal Renstrom said it is he, Chief Garrahy and the Deputy Fire Marshal/ZEO who use them. Councilor Drapeau confirmed that only people who have assigned vehicles get to use the gas pumps and he was told yes.

Councilor Szeps asked if there is a Standard that determines how many firehouses and pieces of equipment are required per square mile or per structure. Chief Garrahy said there is. This Standard is put out by ISO. This was recently changed to keep up with technology. He mentioned how this Standard reads. He also referred to a caveat that is called "The Needed Fire Flow". He gave more details about this. This Town, at the very minimum, would need four engines and two ladder trucks that would be on the line at all times. Councilor Szeps confirmed that they meet ISO's Standard. Chief Garrahy said yes. Councilor Szeps mentioned if they decided to not meet this Standard that the insurance rates for the homeowners in Rocky Hill would probably change because the vehicle would be further away than what the expectation is. Chief Garrahy said this would lower their score. Fire Marshal Renstrom said this would have a bigger impact on the commercial property. Chief Garrahy said this would have an impact on residential and this would make the Town less marketable too. Councilor Szeps remembered that they used the word "score" when they were talking about fire hydrants and their locations. Chief Garrahy said exactly. Forty percent of their score is water supply. This is through the MDC. Councilor Szeps said thank you.

Councilor Moriarty asked Chief Garrahy if all of the apparatus rolls when there is a fire call. Chief Garrahy said not all of it does. There is a very good Dispatch Policy, which is based on the fire call and the needs of the fire call. He gave more details on this. Councilor Moriarty asked if volunteers respond to other firehouses to wait in case they are needed if there is a fire call and if fire trucks are dispatched out of a particular firehouse(s) due to the location of where the fire call is. Chief Garrahy said absolutely. These firefighters might be brought into the fire call and this is all about the needs of the incident. Councilor Moriarty said thank you.

Mayor Vassel asked the other Councilors if they had any questions. They had none.

Deputy Mayor Bell made a motion to move page 62 (Fire Department –Fire Fighting) of the Budget Book. The motion was seconded by Councilor Szeps and adopted with Mayor Vasel Abstaining.

Mayor Vasel referred to Page 64 and 65 (Apparatus Maint. – Code #01202206) of the 2014-2015 Proposed Annual Budget Book. Councilor Vargas referred to the Mechanic/Custodian and the custodian part of this. She asked if this person reports to the Town's head custodian or who they report to. Fire Marshal Renstrom said this person reports to him. Councilor Vargas asked if this person is cleaning the three firehouses when they aren't doing mechanical things on the fire trucks. Chief Garrahy said yes. Councilor Vargas referred to the other custodians and she thought it said that they also will clean the firehouses. Town Manager Gilbert said those custodians will also go over to the firehouses during the day to clean them up after activities, etc. if they have to. Fire Marshal Renstrom said they have had the floater custodian in all three of the firehouses when their custodian takes a vacation or is sick. Councilor Vargas confirmed that the custodian takes care of the firehouses when he is at work and the other custodians take care of the other Town buildings. She was told yes.

Councilor Vargas asked where the one and a half mechanics for the RHFD work. Fire Marshal Renstrom said they work at the firehouse (Headquarters).

Councilor Vargas asked what five year nondestructive aerial testing is because she said this is a new item. Fire Marshal Renstrom said this appears every five years. This is by NFPA. They have to have nondestructive testing of the ladders at a five year interval. He explained more. Councilor Vargas confirmed that this is a test on the ladder trucks and that this happens only once every five years. Fire Marshal Renstrom said yes. Councilor Vargas said thank you.

Mayor Vasel asked the Councilors if they had any other questions. Councilor Szeps referred to the mechanic work that is performed on the fire trucks. He then asked about the three Town vehicles that are assigned to the RHFD. He asked if those are repaired by the Town Garage or by the Mechanic at the RHFD. He was told that these are repaired by the Mechanic at the RHFD. Councilor Szeps said of course that the one and a half Fire Mechanics repair and maintain all of the fire apparatus and he asked if this is except for major transmission engine overhaul and replacement. Fire Marshal Renstrom said yes and no. The Mechanic will do whatever he can based on what his workload is and also based on what can be done in the firehouse because it has limitations. Fire Marshal Renstrom said he has seen the Mechanic rebuild front ends on three of the engines. Councilor Szeps asked if this work wouldn't be performed better at the Town Garage where they work on similar types of cab chassis. Fire Marshal Renstrom said this Mechanic doesn't only repair vehicles but he is certified to repair the RHFD's air masks, SCBAs, hoses and ladders, etc.

Mayor Vasel asked the other Councilors if they had any questions. Councilor Drapeau said they just had Glenn Parent at a Town Council meeting the other night and he was "animated" about his four Mechanics, as well as he claims that they are the best in the business. Councilor Drapeau told Fire Marshal Renstrom that he is telling them that the RHFD Mechanic is the best in the business so he asked who is the best. Fire Marshal Renstrom said they are all good.

Councilor Drapeau said if the RHFD Mechanic can fix the toughest jobs then he wonders if he can be used to fix the Police cars that break all of the time.

Mayor Vasel asked the Councilors if there were any other questions. Councilor Moriarty said Jim Lamarre, who is the RHFD Mechanic, was present this evening and he wanted to say that he is also in the RHFD. Chief Garrahy said in the job description for the Mechanic, he needs to be a firefighter too. He said that this Mechanic and the Mechanic/Custodian are “boots on the ground” type of guys and they keep the RHFD going. Chief Garrahy referred to the age of the apparatus. He said the reason this is still going out to fire calls is because of the daily work that the Mechanic and Mechanic/Custodian do. Councilor Moriarty asked if half of the Mechanic/Custodian’s job is to chase parts when needed. Chief Garrahy said the Mechanic and the Mechanic/Custodian will do whatever it takes to keep the apparatus going. Councilor Szeps asked Councilor Moriarty if he meant the chasing of parts for the fire trucks. Councilor Moriarty said yes and he explained some more. Councilor Szeps said the pump is the major part of a pumper. He asked if the RHFD Mechanic repairs and maintains those pumps. Fire Marshal Renstrom said yes and said the Mechanic is certified. Councilor Moriarty said the Mechanic is certified from the company that makes them.

Councilor Casasanta referred to Motor Fuels & Lubricants (#012022206 5620) and she said that she saw an item for boat gas. She is guessing that the RHFD has a fire boat. Chief Garrahy said they do. This is a twenty-six foot Edgewater. This is kept in the water at the public safety dock at Ferry Park. The RHFD also has an inflatable Zodiac, which he believes is eleven feet, and this is kept at Station 1. Councilor Casasanta asked how often this goes out on fire calls. Chief Garrahy said there were probably a half dozen fire calls on the Connecticut River last summer. Councilor Casasanta asked if these were in Rocky Hill or in adjacent Towns. Chief Garrahy said they cover Rocky Hill and they will definitely assist an adjoining Town if they get a call from them. Fire Marshal Renstrom said a boat call is a multi-jurisdictional thing. He gave more details about this. Chief Garrahy did as well. Councilor Casasanta said thank you.

Mayor Vasel asked if any other Councilors had questions. Councilor Drapeau asked if the RHFD charges if they have to pull stranded boaters in, etc. Chief Garrahy said they don’t and he mentioned that the boaters don’t get a choice either as to where they are going because they will be brought to the closest dock. Councilor Drapeau said he would rather have them charged and brought to their house.

Councilor Moriarty asked if the RHFD still gets paid for going up on I-91. Chief Garrahy said no and that this had transitioned out probably two Governors ago. They did this transitioning out at first by giving the RHFD credit at the Fire Academy (i.e. for books, etc.) and then this was cut right out.

Councilor Casasanta made a motion to move page 64 (Fire Department –Apparatus Maintenance) of the Budget Book. The motion was seconded by Councilor Vargas with Mayor Vasel Abstaining.

Mayor Vasel referred to Page 66 and 67 (Fire Station – Code #01202207) of the 2014-2015 Proposed Annual Budget Book. Mayor Vasel asked the Councilors if they had any questions for

Chief Garrahy. Councilor MacDonald said he assumes when they get to the Capital Improvements that they will talk about any major Capital Improvements to the firehouses. He said they went on a tour and Station 1 has bathrooms that are not ADA accessible. He told the Councilors that these are things they have to realize when they go through the Capital Improvements. He isn't sure if that is in there or not. He didn't see this in this page but he said that is okay because this is their operating line. He referred to this as it ties into the review of the past five or six items. He then said that when a total budget of \$1,100,000 is looked at that there is actually a decrease shown in total for the RHFD. He then mentioned about if every Town department had done this. He congratulated the RHFD Staff and he said this budget is fantastic. It is below what it had been last year. Councilor MacDonald told everyone for any of them who think that they have to cut a radio here and there that it is nothing. He told them that if they are thinking their taxes are high now that they would be unbelievable if they had to pay for a full time fire department. He has worked in insurance his whole life. The ISO rating is critical for the homeowners and not only for the commercial. A lot of the items they have talked about for the RHFD are non-negotiable and they have to have them otherwise the ISO rating will go up higher. Chief Garrahy said thank you.

Mayor Vasel asked the Councilors if they had any other questions. They had none.

Councilor Moriarty made a motion to move page 66 (Fire Department – Fire Stations) of the Budget Book. The motion was seconded by Councilor MacDonald and adopted with Mayor Vasel Abstaining.

Deputy Mayor Bell made a motion for a five minute recess at 8:24 p.m. The motion was seconded by Councilor Vargas and adopted unanimously.

Deputy Mayor Bell moved to come out of recess at 8:35 p.m. The motion was seconded by Councilor Casasanta and adopted unanimously.

## **F. AMBULANCE**

Mayor Vasel referred to Page 70 and 71 (Ambulance – Code #01202901) of the 2014-2015 Proposed Annual Budget Book. Town Manager Gilbert introduced Joe Grayeb, Chief of the RHVAA and Vivian Grayeb, Deputy Chief of the RHVAA. Mayor Vasel asked the Councilors if they had any questions for Chief Grayeb or Deputy Chief Grayeb. Councilor Vargas referred to the narrative and she asked if the contract with Aetna Ambulance Service had expired on 2013 instead of 2003 like this stated. Chief Grayeb said this had started in 2003. Finance Director Mehr said the original contract had expired in 2003 and this has been extended but this has been extended every two years. The terms have stayed the same and the same monthly charges are being paid.

Councilor Vargas then referred to Group Insurance (#01202901 5210). She said this amount was \$7,000 for this Fiscal Year. They are only expecting to use \$3,000 but they are asking for \$7,000 again. Finance Director Mehr said this is something that the Town pays. This depends on the number of volunteers and the ages of them. They were able to get a credit this past year because some volunteers had left so this is why they had a zero balance this current year but they are



expecting this to go back up if the Staffing level is increasing. Councilor Vargas asked if they are going to be spending anything this year or not. Finance Director Mehr said mostly likely no. Councilor Vargas asked if they are anticipating going back to the \$7,000 for next year and Finance Director Mehr said yes. Councilor Vargas said thank you.

Mayor Vassel asked the Councilors if they had any other questions. Councilor MacDonald referred to Employee Pension (#01202901 5230) and he said that he noticed this is around \$27,000. He asked Finance Director Mehr if this is the minimum contribution for the actuaries. Finance Director Mehr said the actuarial people usually ask for less. Councilor MacDonald asked what the actuarial number was for a minimum contribution. Finance Director Mehr said this is probably around \$10,000.

Mayor Vassel asked if any other Councilors had questions. Councilor Drapeau referred to Contributions (#01202901 5817) and he asked if it could be explained to him what the RHVAA costs are. Finance Director Mehr said the Town usually contributes \$10,000 for this line and the RHVAA can use this at their discretion. Chief Grayeb said they historically have done updates to the building (i.e. replaced the carpeting, etc.). A couple of years ago they had some issues with the RHPD because they were on the same frequency as them. The RHPD had issues with the RHVAA using up too much air time and they filed some grievances against the Town. The Town came to the RHVAA and asked them if they would purchase a new radio system, which they did. The Town couldn't afford this at that time so the RHVAA purchased a radio system for \$90,000. This \$10,000 they are getting every year is to update their radios like the RHFD has done in the past. Chief Grayeb said the RHVAA is unfortunately "behind the eight ball now" because of the upgraded system so they are purchasing new radios every year. The cost of these are going up. Councilor Drapeau asked what fiscal year the RHVAA is on. Deputy Chief Grayeb said this is the same as the Town. Councilor Drapeau asked if their last 990 filed would have been for June 30, 2013. Deputy Chief Grayeb said yes.

Mayor Vassel asked the Councilors if they had any other questions for Chief Grayeb or Deputy Chief Grayeb. The Councilors had none.

Councilor Moriarty made a motion to move page 70 (Ambulance) of the Budget Book. The motion was seconded by Councilor MacDonald and adopted unanimously.

Mayor Vassel thanked Chief Grayeb and Deputy Chief Grayeb.

## **G. FINANCE/ACCOUNTING**

Mayor Vassel referred to Page 16 and 17 (Finance & Accounting – Code #01100400) of the 2014-2015 Proposed Annual Budget Book. Mayor Vassel asked the Councilors if they had any questions for Finance Director Mehr. Mayor Vassel asked what the part time special projects are. Finance Director Mehr said this generally is for maintaining their absenteeism and vacations, etc. on their Munis system. A part timer comes in to upgrade the Munis system with all of this and this part timer assists the Payroll Clerk.

Mayor Vassel asked the Councilors if they had any other questions. They had none.

Councilor Casasanta made a motion to move page 16 (Finance/Accounting) of the Budget Book. The motion was seconded by Councilor Moriarty and adopted unanimously.

Mayor Vasel and Councilor Vargas thanked Finance Director Mehr.

## **H. ASSESSOR**

Mayor Vasel referred to Page 18 and 19 (Property Assessment – Code #01100500) of the 2014-2015 Proposed Annual Budget Book. Councilor MacDonald said he would be recusing himself from discussing the Assessor's budget because he is appealing his tax assessment and that will be going to litigation later this year. Mayor Vasel thanked Councilor MacDonald.

Mayor Vasel asked the Councilors if they had questions for Stuart Topliff (Assessor). Councilor Vargas referred to Fees (#01100500 5326) and the ArcGIS mapping software for \$3,300. She said this states that this was in the Engineering budget formerly. She mentioned when she had looked in the Engineering budget that she didn't see an offset so she asked if this was not being charged in the Engineering budget. Finance Director Mehr said this might have been in the large number in support services for the Engineering budget. That was about \$10,000. Councilor Vargas asked if that number should have gone down. Finance Director Mehr said he believes so and he said that he would have to check. Stuart Topliff said that he and the Town Engineer had that discussion. They use this software to maintain the Town's GIS. Stuart Topliff said this had been in the Town Engineer's budget so he should have a corresponding reduction in his. Councilor Vargas asked Stuart Topliff if the Town Engineer doesn't use this software anymore and if this is all in his area. Stuart Topliff said this is in his office. Councilor Vargas said thank you.

Mayor Vasel referred to Auditing Services (#01100500 5310) and he said there are twenty accounts at \$500. He asked Stuart Topliff what he is auditing. Stuart Topliff said twenty business personal property accounts are audited in order to make sure they are complying with the law of self-reporting. Mayor Vasel said he always thought they did this for a piece of the action and he told Stuart Topliff that he didn't know they had to pay. Stuart Topliff said there are two schools of thought about this. Some do this for that. Mayor Vasel said they are doing this for a piece of the action and he imagines they won't go away until they get something. Stuart Topliff said they are looking for compliance when they do audits as opposed to generating revenue although this generates revenue because people don't always tell them what they have. Councilor Vargas asked Stuart Topliff if he hadn't mentioned at a Finance Committee meeting when he was explaining this to them that someone actually was reporting too much personal property but didn't realize it. Stuart Topliff said this happens sometimes. Councilor Vargas said this is more of a confirmation of their personal property return that they are submitting.

Mayor Vasel asked if any other Councilors had any questions. No Councilors did.

Councilor Moriarty made a motion to move page 18 (Assessor) of the Budget Book. The motion was seconded by Councilor Szepts and adopted with Councilor MacDonald abstaining.

Mayor Vasel and Councilor Vargas thanked Stuart Topliff.

At this point, Finance Director Mehr told Councilor Vargas that the amount that was being talked about previously is reduced by \$5,000 in the Engineering budget.

## **I. TAX COLLECTION**

Mayor Vasel referred to Page 20 and 21 (Property Tax Collection – Code #01100600) of the 2014-2015 Proposed Annual Budget Book. Mayor Vasel asked the Councilors if they had any questions for the Elaine McKim, the Tax Collector. Councilor Vargas referred to Prior Year Tax Refunds (#01100600 5802). This was \$19,5000 for adopted and year-to-date is almost at \$4,700. It is being anticipated that \$10,000 will be used. This will then be going back up to \$19,500. She asked Elaine McKim if she could help her understand the jumping around of these numbers. Town Manager Gilbert said this basically has a lot to do with when people refinance homes and this goes with the economy. She explained some more and said that refunds have to be requested. Anything that is over a certain dollar amount has to come to the Town Council. Councilor Vargas said this will go through the Consent Agenda. She asked if they are coming up with \$19,500 for this because these numbers are based on historical. Town Manager Gilbert said yes. Councilor Vargas said thank you.

Mayor Vasel said Training (#01100600 5334) is going up a little bit, as well as the Part Time Salaries (#01100600 5120) and he asked Elaine McKim if she could please explain why. Elaine McKim said one of her employees, who just started a few months ago, is going to go to classes for training. Elaine McKim said she can go to training now too because she has full time Staff. Mayor Vasel asked Elaine McKim if the part time salaries are to cover while she is out on training. Elaine McKim said yes. Councilor Drapeau asked Elaine McKim if the classes she will be taking are to keep her current with her current educational requirements or if these are Town or State certified or if these are just continuing education. Elaine McKim said these will be continuing education. Councilor Drapeau confirmed with Elaine McKim that these are not needed for her to continue in her profession. Elaine McKim said not at this moment.

Mayor Vasel asked if any other Councilors had questions for Elaine McKim. Councilor MacDonald asked Elaine McKim if she could help him to understand where the revenue side is for the recovery of the past due taxes. Councilor MacDonald referred to when Elaine McKim had come in front of the Finance Committee. This Town has past due taxes that go back years and years. Councilor MacDonald told Elaine McKim that they had encouraged her to use more lawyers and to ramp this up. Councilor MacDonald said they had talked about factoring the receivables and trying to get more revenue in. He asked Elaine McKim if she has contemplated this at all in her upcoming budget and he asked where he would see these numbers. Town Manager Gilbert asked if this would be in prior years' revenue. Finance Director Mehr said they show what they have collected in the past years from a revenue side but he doesn't think in this current year's budget they have increased the budget to increase the collection of prior years' taxes. The collections that they make are reflected in the revenue side in the budget book. Councilor MacDonald said the only reason he was bringing this up is because they had a lengthy discussion at a Finance Committee meeting for this. He was led to believe that there would be a significant potential revenue stream coming in if they became more aggressive and use multiple attorneys instead of one. There are thousands of items that are past due going back several years and he said that he would have thought on the revenue side that they would have seen more than

what was just carried forward. He said that maybe he can get a little bit more comfortable about this when they talk on revisit night or at some point. Finance Director Mehr thinks that a lot of the delinquent taxes are car related. Councilor MacDonald said many are car related but there are a lot of personal property ones (i.e. restaurants that they have been to). He said the number is in the millions with regards to what is past due. Elaine McKim told Councilor MacDonald that he was talking about the suspense list she had brought to the Finance Committee meeting. Councilor MacDonald said yes. Elaine McKim said they do collect on this and there is a Marshal out there. She and her employees are also looking into going out to try to find them. Demands are being sent out. They are working with the Department of Motor Vehicles with regards to the motor vehicles. She explained some more and said the money is coming in. Prior taxes have come up as part of the collecting but she is still looking for a collection agency at this moment. Councilor MacDonald said they had talked about this months ago and they are in the toughest budget that they have ever seen. He said for them to focus on any opportunities there are to get more revenue in. He told Elaine McKim that he needs to see a summary as to where she is going on this before he votes on this budget because he feels very uncomfortable now. Finance Director Mehr said they had collected \$603,000 in back taxes. Councilor MacDonald said if he recalled that one of these was for a very large amount. He thinks it will be well worth it for the Town Council to receive a one page report from the Tax Collector so that they can see where they are, where they are going and how this compares to the prior budget. He said that he has to believe that based on what they have talked about that they should absolutely be able to generate more revenue if they are more aggressive. He told Elaine McKim that he would like to see what her best estimate is of this. Elaine McKim said okay.

Councilor Drapeau asked Elaine McKim if she has a list of un-collectibles that are off book. Town Manager Gilbert and Elaine McKim said yes. Councilor Drapeau asked if those are the ones they are talking about and he asked if this is thousands. Councilor MacDonald said there are thousands of line items. Councilor Drapeau asked what the total estimated number is right now. No amount was mentioned.

Mayor Vasel asked if any other Councilors had questions for Elaine McKim. No Councilors did.

Councilor Casasanta made a motion to move page 20 (Tax Collector) of the Budget Book. The motion was seconded by Councilor Moriarty and adopted unanimously.

## **J. TOWN CLERK**

Mayor Vasel referred to Page 30 and 31 (Town Clerk – Code #01101100) of the 2014-2015 Proposed Annual Budget Book. Mayor Vasel referred to Dues & Subscriptions (#01101100 5818). Mayor Vasel asked what they are members to. Ron McNamara (Town Clerk) said he goes to the National, New England and Hartford County Associations in order to keep up with the current laws. Mayor Vasel asked Ron McNamara if this is for what he does and for certificates, etc. Ron McNamara said this is for everything. Mayor Vasel referred to the current laws and he asked Ron McNamara what changes. Ron McNamara said what they can and can't record is always changing and fees are too.

Councilor Drapeau referred to Fees (#01101100 5326). He said the actual for Fiscal Year 2012-2103 was \$29,679 and the requested amount for this year is \$41,000. He asked Ron McNamara if he could explain why this is \$11,000 more. Ron McNamara said this money will all be spent. All of the Town records that are downstairs in the Town Hall are also kept offsite (at Iron Mountain). They are only billed occasionally and this depends on when they get them. Councilor Drapeau asked Ron McNamara if he is expecting something different to happen in his protocols in Fiscal Year 2014-2015 versus Fiscal Year 2012-2013. Ron McNamara said no. Town Manager Gilbert said the records and land records that are kept at Iron Mountain are based upon recordings. She said they can make their best guesstimate for recordings based upon real estate transactions that are going to happen. This is also paid on a per page basis and fees are collected on a per page basis. She explained some more and she told them that they would see that almost all of the expenses picked up in this budget are covered and offset by revenues brought in. The Town Clerk's office is an office that functions under Statutes. The State of Connecticut currently doesn't allow them to not keep hard copies so there must be a hard copy kept for every document that is recorded on the land records for perpetuity. These are stored offsite so that these records could be recreated if there ever was a disaster. These must be produced in a certain fashion, etc. so this becomes a very expensive production. This account covers that. Councilor Drapeau said he understands what the account does but he didn't understand how they went from \$29,600 to \$35,000 for this year and \$41,000 for next year. He asked if there is an increase in activity that is happening that is causing an increase in expense over the last three years. Ron McNamara said there is a large increase of activity in his office. This is mainly because of MERS (Mortgage Electronic Registration System). He gave more details about this. He said he can't predict if he will be taking one document or fifty documents in tomorrow. This is all geared towards the page and the money. The average document is probably twenty pages long. Councilor Drapeau asked if the \$41,000 is the norm. Ron McNamara said this is the way it has been since he has been Town Clerk for twelve years. Town Manager Gilbert said this is the same amount that she had in her budget as the Town Clerk. Councilor Drapeau asked if Fiscal Year 2012-2103 was an aberration for being low and then Fiscal Year 2013-2014 was a little less of an aberration. Ron McNamara said yes. Councilor MacDonald said if the recording fees are looked at that these were very high in Fiscal Year 2012-2103 so he said this would relate to what Ron McNamara was saying about the corresponding expense. Councilor MacDonald said if this is looked at from Fiscal Year 2013-2014 down that this is going down significantly. Councilor Drapeau asked if this is for the recording fees and Councilor MacDonald said yes.

Mayor Vasel asked if any other Councilors had questions. Councilor Szeps asked Ron McNamara if he has a Town car. Ron McNamara said he doesn't. Councilor Szeps asked Ron McNamara if he has access to a pool car. Ron McNamara said no and he said that he never uses a Town car. He also said that he never charges the Town for his mileage. Councilor Szeps asked Ron McNamara if he is supplied with a Town cell phone. Ron McNamara said no. He gets all of the Town e-mails on his own cell phone. Councilor Drapeau asked Ron McNamara if he gets reimbursed for that and he said no.

Mayor Vasel asked if there were any other questions from the Councilors. There were none.

Councilor Vargas made a motion to move page 30 (Town Clerk) of the Budget Book. The motion was seconded by Councilor Casasanta and adopted unanimously.

Mayor Vasel thanked Ron McNamara.

## **K. ECONOMIC DEVELOPMENT**

Mayor Vasel referred to Page 40 and 41 (Economic Development – Code #01101700) of the 2014-2015 Proposed Annual Budget Book. Councilor Vargas told Ray Carpentino (Economic Development Director) that he flipped between Printing (#01101700 5541) and Dues & Subscriptions (#01101700 5818). Councilor Vargas asked Ray Carpentino if he is going to be attending more tradeshow. Ray Carpentino said he cut out items that he has been subscribed to since he has been here for eight years. He has determined over the years that these are not really necessary. He doesn't have to pay for paper subscriptions because he gets a lot of things electronically now. He is proposing to cut the membership to the Hartford Metro Alliance and he said this is a big ticket item. This is \$3,900 and this is based on per capita. The Town has received absolutely no benefit from it this year. He doesn't believe that they had been a member last year but they decided to come back in this year. They had been members in years prior. This \$3,900 can be better used for the marketing aspect. He said that he needs to be out more than he is now and this isn't necessarily for tradeshow. Councilor Vargas asked Ray Carpentino if he has a plan. Ray Carpentino said the Economic Development Commission has started a Visitation Program. They are going to try to get to as many businesses as they can on a yearly basis. Councilor Vargas asked Ray Carpentino about him getting out past the Rocky Hill lines so that many businesses can be brought in to Rocky Hill. Councilor Vargas asked if some of that money is going to be used for this. Ray Carpentino said absolutely. This was his intent when he had re-appropriated the line items. It should be fairly easy and quick to come up with a plan. This will be for him to attend more of the regional seminars. He explained some more. Councilor Vargas asked Ray Carpentino if he ever interacts with other Economic Development people from other Towns. Ray Carpentino said yes. He gets phone calls from his colleagues and peers from some of the surrounding Towns. He is also a member of the Connecticut Economic Development Association. This is where all of them meet to go over policy and legislation. They also exchange ideas. Councilor Vargas said thank you.

Town Manager Gilbert said Ray Carpentino also serves as the Town's Grants Writer. Mayor Vasel referred to where it stated the hiring of consultants and he told Ray Carpentino that he thought they had hired him as one. Ray Carpentino said he is an employee and not a consultant. He gave an example of how the Economic Development Commission is thinking about preparing a Way Finding Signage Plan on a community wide basis so there would be consulting of this nature.

Mayor Vasel asked the Councilors if they had any other questions. Councilor MacDonald referred to the Visitation Program and he asked Ray Carpentino who actually goes on those visits with him. Ray Carpentino said this would be any member from the Economic Development Commission who would have the time to attend this but there can be no more than two of them or there would be a quorum.

Mayor Vassel asked the Councilors if they had any other questions. Councilor Drapeau said this wasn't budget related necessarily but he said they have a way of evaluating the progress of the Purchasing Director where he works. They look at what savings he has given to the college, etc. He asked Ray Carpentino if he has a self-evaluation document or a report that he gives to Town Manager Gilbert that shows what other opportunities or businesses are in the pipeline or what has failed or what his two to three year plan is for different tracts of land in Rocky Hill, etc. Councilor Drapeau said this could give all of them a snapshot of how things are going in the Economic Development world. He said he was only saying this because he is out of the loop. Ray Carpentino said he submits an Annual Report to Town Manager Gilbert and this eventually gets published. This report identifies the number of businesses in Town and Ray Carpentino said this identifies his activity. They don't currently have a plan though with regards to what they are going to do with certain properties. They do have a one year work plan though from discussing this with the Economic Development Commission over the years. He explained more about this. The Visitation Plan is incorporated into this and some of the marketing. He keeps a running track of how many solicitations or how many outreach actions he has performed over the year. He responded to forty-two solicitations this year. He keeps track of phone calls of substance. He doesn't have a formal Economic Strategic Plan but they are working on this through the Economic Development Commission. They are trying to eventually work their way into the Economic Development Chapter of the updated Plan of Conservation & Development. Councilor Casasanta said when they have their Economic Development Subcommittee meetings that Ray Carpentino gives them a report on his activities. Councilor Casasanta said that Ray Carpentino in the past has also provided them with what active space is available versus what is being used. Councilor Casasanta asked that Ray Carpentino put this in the report for the Town Council. Councilor Drapeau recommended that this be done because they get reports from the RHPD, RHFD and RHVAA. He doesn't know why Economic Development can't be added to this list. They can get this electronically.

Mayor Vassel asked if any other Councilors had questions. No other Councilors did.

Councilor Moriarty made a motion to move page 40 (Economic Development) of the Budget Book. The motion was seconded by Councilor Szeps and adopted unanimously.

Mayor Vassel thanked Ray Carpentino. Ray Carpentino said thank you.

## **L. TOWN COUNCIL**

Mayor Vassel referred to Page 10 and 11 (Town Council – Code #01100100) of the 2014-2015 Proposed Annual Budget Book. Councilor Vargas referred to Technical Equipment (#01100100 5749). She asked about the \$2,000 for the iPads because she said all of the Councilors have these and she asked if they are buying more. Finance Director Mehr said this would be a maintenance budget if they need to buy additional software, etc. down the road because they had bought all of the iPads this year. This account is also for any equipment that they might have to replace in the Media Center in the back of Council Chambers. Councilor Vargas said that is the other \$1,000 in this account. She thanked Finance Director Mehr.

Mayor Vasel asked the Councilors if they had any other questions. Councilor MacDonald asked if the \$1,000 is pegged to fix the sound system in Council Chambers. He gets more complaints from residents about this and he said he can't even watch these meetings because the sound is so horrible. He asked if this money isn't for this if they have done an assessment of what this would be so that they can have some audible version of these meetings. Finance Director Mehr said the \$1,000 isn't pegged for anything specific. He said as far as he knew that he isn't aware of any special studies that were done of their sound system. Town Manager Gilbert said that Channel 3 has come in to assist them and she will be giving them a call. She said they might have provided them with some equipment free of charge if they eliminated it. Councilor MacDonald said if Channel 3 has given them the equipment that they have now then he would give it back to them because it is horrible. He said he wouldn't go to Channel 3 because the Town has a Technology Department that should be able to handle the audio and speakers for this but he told them that he would leave it up to them.

Councilor Szeps said the Councilors have iPads but they don't have the means to use them for the purposes they had intended to have them purchased. He said this evening was a good example and he was hoping that this would be their first Town Council meeting where they would have this electronically so that past data would be at the touch of a finger if they wanted to look at it. They don't have this. The method they have for downloading documents and storing is very cumbersome. He is hoping that this money in this account can be used so that they can have something that is more convenient to use. He is only using his iPad right now to read Town e-mail. He has attempted to use it to store the documents in PDFs but it will become extremely cumbersome quickly if he extrapolates out the amount of documents that he has to store. He asked if they can make an effort in this area. Town Manager Gilbert said that these really aren't devices in which to store multiple documents but the iPads are more of a viewing device. Councilor Szeps said if this is the case that maybe they should have purchased something else other than iPads. Town Manager Gilbert said the Town Council had requested these. Councilor Szeps thought that Town Council had unanimously voted to have devices gotten for them that they could use. Councilor Szeps said they ended up with iPads and he said for them to at least get some software that will make these more efficient if they are going to be stuck with them. Councilor MacDonald said that he sees this more as a trial version right now. They are only getting PDF versions. He explained more and gave an example. He then said that he should be able to have information in Excel documents that this comes in. This is used all of the time in the business world. There are many venues and services out there. He said he would never have voted for these iPads if they were to be used just for viewing documents. He said though that this is the first time they are all getting used to this and he hopes that throughout the upcoming couple of years that this is really driven so that it is easier for the Councilors to use. He thinks the IT Committee will be a great part of the process here to start looking at the types of vehicles (i.e. BoardVantage) because there are a host of them that they can use. Councilor Szeps said that Councilor Drapeau will have this on the top of the list for the IT Committee meeting. Councilor Drapeau said it will be in the top five items.

Mayor Vasel asked the Councilors if they had any other questions. They had none.  
Councilor Vargas made a motion to move page 10 (Town Council) of the Budget Book. The motion was seconded by Councilor Moriarty and adopted unanimously.



**M. TOWN MANAGER**

Mayor Vasel referred to Page 12 and 13 (Town Manager – Code #01100200) of the 2014-2015 Proposed Annual Budget Book. Mayor Vasel asked the Councilors if they had any questions for Town Manager Gilbert. Town Manager Gilbert said she has a Town car and she has her own cell phone but the Town pays the bill.

Councilor Drapeau referred to the Emergency Management Director, who is the Police Chief, and he asked if this is a stipend. Town Manager Gilbert said yes and approximately three quarters of this is reimbursed from the State of Connecticut.

Mayor Vasel asked the Councilors if they had any other questions. Councilor MacDonald said he is trying to understand what was adopted to the actual projected in Full Time Salaries (#01100200) because there is a difference of an approximate \$50,000 increase over what had been adopted. Finance Director Mehr and Town Manager Gilbert said this is a typo. Councilor MacDonald asked what this should be. Finance Director Mehr said the actual should be \$221,942. Councilor MacDonald asked if the projected would equal what Town Manager Gilbert has going forward. Town Manager Gilbert said yes. Councilor MacDonald said this whole page, etc. will have to be redone. Town Manager Gilbert said they will have this done.

Mayor Vasel asked the Councilors if they had any other questions. The Councilors had none.

Councilor Vargas made a motion to move page 12 (Town Manager) of the Budget Book. The motion was seconded by Councilor Moriarty and adopted unanimously.

**N. PERSONNEL**

Mayor Vasel referred to Page 14 and 15 (Personnel Administration – Code #01100300) of the 2014-2015 Proposed Annual Budget Book. Councilor Vargas referred to Fees (#01100300 5326) and she asked who the consultant is that they use for personnel issues. Town Manager Gilbert mentioned the firm they use. They assist the Town in the redrafting and reworking of the job descriptions to make sure that they cover all of the legalities of modern day. They found some of the job descriptions were twenty years old. The firm works per diem. Councilor Vargas asked if this process has been ongoing. Town Manager Gilbert said this process is an ongoing one as time permits. The firm is assisting Jessica Dumas with the job descriptions.

Mayor Vasel referred to background checks that are in the Fees' account. He said this states \$40 per background check for the Parks and Recreation Department. He asked if all of the employees have a background check done every year. Finance Director Mehr said this is for the coaches and the people who work in the Special Rec Programs, etc. This is done for anyone who deals with the children. Mayor Vasel asked if another background check would be done on a coach if they were one last year. Town Manager Gilbert said yes. The RHPD used to do this but they are restricted as to what they can do for certain things so Lisa Zerio uses a service now.

Mayor Vasel asked the Councilors if they had any other questions. Councilor Drapeau asked if the part time receptionist, under Part Time Salaries (#01100300 5120) is in the Town Hall and he

asked if this is the one they were lobbying for the other day. Town Manager Gilbert said yes. This will be a three day a week person.

Councilor Drapeau referred to Fees (#01100300 5326) and he asked if they are paying for flu shots and physicals, etc. for employees. Town Manager Gilbert said they tend to put the flu shots through insurance. All of the employees file a form for this. Councilor Drapeau confirmed that the \$1,700 is reimbursable and Town Manager Gilbert said yes. Councilor Drapeau asked if the Town gets the money or if the employees do. Town Manager Gilbert said the Central Connecticut Health District gets the money so she isn't sure why they even have the \$1,700 in here anymore. She explained some more. Councilor Drapeau asked Town Manager Gilbert to tell him about the physicals. Town Manager Gilbert said this is for new hires or if she has to have a return to work physical done. This is also if she has a suspicion of substance abuse or alcohol on the job. The employee will have to go to Hartford Medical Group. Councilor Drapeau asked if Hartford Medical Group will then send the bill to the Town. Town Manager Gilbert said yes. Finance Director Mehr said that employees who operate heavy equipment are required to get this done. Town Manager Gilbert explained what there is under a federal mandate for this. Councilor Drapeau asked if the regular Town health insurance doesn't pay for this. Town Manager Gilbert said no because this is mandatory.

Councilor Drapeau referred to Training (#01100300 5334) for computer courses and other programs for employees. This is \$4,000. He asked if there is any software related personal training that they can do on these machines. He mentioned that if someone takes an Excel class that they can get a tutorial downloaded online for free. Finance Director Mehr said generally in the past that this is just for courses that the employees go and attend. They haven't looked into tutorials yet and he thanked Councilor Drapeau.

Councilor Drapeau referred to "Help Wanted" ads and he asked if there was any chance that the Town could do this electronically. Town Manager Gilbert said a small ad is put in the *Hartford Courant* asking people to contact the Town Hall to see the job description. Councilor Drapeau thinks generally that when a position becomes available, it is "scooped up in eight seconds" so he doesn't know why they are advertising outside of using the Town's website. He told them that they also could advertise on a free website.

Mayor Vasel asked if any other Councilors had any questions. No Councilors had any.

Councilor Moriarty made a motion to move page 14 (Personnel) of the Budget Book. The motion was seconded by Councilor Szeps and adopted unanimously.

## **O. CENTRAL SERVICES**

Mayor Vasel referred to Page 22 and 23 (Central Services – Code #01100700) of the 2014-2015 Proposed Annual Budget Book. Mayor Vasel asked who is in charge of Central Services. Town Manager Gilbert said she was going to let Finance Director Mehr answer the questions because he is in charge of this page.

Councilor Drapeau asked if they need two Pitney Bowes machines. Finance Director Mehr said they only have one. Councilor Drapeau said two are listed on the page. He asked if \$1,524 is for one or two machines. Finance Director Mehr said this is for one machine. Councilor Drapeau said again that two are listed and Finance Director Mehr said that is for the prior year.

Councilor Drapeau asked if a purchase through bid could be explained as to what it is. This is located in Advertising (#01100700 5540). Town Manager Gilbert said they have to advertise when they go out to bid. This is basically when they have to purchase something through a bid. Certain projects must be advertised and certain things that they can't get on a State bid must be advertised. They are required by the Town Charter to advertise in a newspaper that has a circulation within the community.

Mayor Vasel asked the Councilors if they had any other questions. The Councilors had none.

Councilor Moriarty made a motion to move page 22 (Central Services) of the Budget Book. The motion was seconded by Councilor Vargas and adopted unanimously.

#### **P. LEGAL**

Mayor Vasel referred to Page 24 and 25 (Legal – Code #01100800) of the 2014-2015 Proposed Annual Budget Book. Mayor Vasel asked the Councilors if they had any questions. Deputy Mayor Bell said it looks like the General Legal Fees (#01100800 5311) are up \$120,000. Finance Director Mehr said the past few bills have been averaging approximately \$20,000. They have a couple of cases that have been continuing on and these are driving the cost up. He thinks they used the \$20,000 when they were preparing the budget because it seems like it was becoming a pattern. He explained some more.

Councilor Drapeau referred to Labor Counsel (#01100800 5337) and he said it looks like they are on a monthly fee. Finance Director Mehr said no and he said they pay as they go. Town Manager Gilbert said they pay as they use them. Mayor Vasel said this is \$3,000 per month times twelve though. Finance Director Mehr said that is an estimate.

Mayor Vasel referred to Tax Appeals (#01100800 5803) and he said this is going from \$10,000 to \$25,000. Finance Director Mehr said they are following a revaluation. He explained more.

Mayor Vasel asked the Councilors if they had any other questions. The Councilors had none.

Councilor Moriarty made a motion to move page 24 (Legal) of the Budget Book. The motion was seconded by Councilor Vargas and adopted unanimously.

#### **Q. PROBATE**

Mayor Vasel referred to Page 26 and 27 (Probate Court – Code #01100900) of the 2014-2015 Proposed Annual Budget Book. Town Manager Gilbert said this fee is paid on a per capita basis and it is what it is.

Councilor Moriarty made a motion to move page 26 (Probate) of the Budget Book. The motion was seconded by Councilor Vargas and adopted unanimously.

## **R. SPECIAL PROGRAMS**

Mayor Vasel referred to Page 118 and 119 (Non Classified Expense – Code #01900400) of the 2014-2015 Proposed Annual Budget Book. Mayor Vasel asked the Councilors if they had any questions. Councilor Vargas said she had a question about Equipment Rental (#01900400 5444) and she asked if the prior year's mill rate is being used. Finance Director Mehr said this is generally the current year's mill rate. Once they (Rose Hill Cemetery) pays their property tax then the Town pays them a percentage of what the assessed value of that property is under the current year's mill rate. Councilor Vargas asked Finance Director Mehr if he is using the 26.6%. Finance Director Mehr said yes and then he said this is a guesstimate. Councilor Vargas said thank you.

Mayor Vasel referred to the Tax Agreements (#01900400 5813) and the seniors volunteering in the schools. He asked how this is working out. Town Manager Gilbert said this has been working for fifteen years. Finance Director Mehr said this generally is in the high teens or twenty people with regards to how many seniors do this. They work a certain number of hours. They are paid based on the minimum wage usually. They have had larger number of participants in past years. This is all handled by the Board of Education. They generally bring their participants over in May and the Town cuts the check in June for them. Deputy Mayor Bell asked if there is any way that this program can be expanded for things like answering phones, etc. Finance Director Mehr thinks this program was geared for getting the seniors into the classroom. Councilor Vargas knows that the seniors work in the libraries, etc. so she said this isn't necessarily for the classrooms. She didn't know if it could be explored on the Town side as to if they could help out in the Cora J. Belden Library or in a Town office if help is needed. Mayor Vasel said this seems worthwhile and he mentioned about Jessica Dumas going to a meeting once in a while or calling someone once in a while with regards to this. Mayor Vasel said this is something that they can look at.

Councilor Moriarty made a motion to move page 118 (Special Programs) of the Budget Book. The motion was seconded by Councilor Szeps and adopted unanimously.

## **VI. ADJOURNMENT**

Councilor Moriarty made a motion to adjourn. The motion was seconded by Councilor Szeps and adopted unanimously.

As there was no further discussion, the budget workshop was adjourned at 9:27 p.m.

Respectfully submitted,

Jessica M. Dumas  
Clerk of the Council